FOR THE VENUE AND AV LEAD

Sound and room setup

Use the section for the format you have booked. Send me the proposed setup before the event so we can agree what will work in your room.

Every session

Agree the running time, room layout, access arrangements, soundcheck time and on-site contact with me. I move around and talk to people. Give me a clear route, good sightlines and lighting that lets me see the audience. A lectern is optional.

Sound and audience questions

In an amplified room I prefer a wireless headset or lapel mic. A wireless handheld is a useful backup. Agree how people asking questions will be heard, including anyone using a hearing loop or captions. In a smaller room we can agree a simpler setup.

Talk with slides

Provide a screen the whole room can see. Plan for 16:9 slides, a presentation clicker and a compatible screen connection. Agree who supplies the laptop, the file format and when AV needs the deck. Test the actual files and any playback together.

Conversation without slides

A screen and clicker are unnecessary for this format. Arrange seats so I can see and hear contributions. In a larger room, agree who will carry a microphone to the audience.

Interactive workshop

Arrange seating so people can talk in small groups and write. Agree access routes and a way to capture actions, such as paper and pens or a flipchart. Confirm numbers, breaks and any materials with me on the call.

Photography, filming and playback

Agree photography, recording, streaming and any reuse with me before the event. Keep private workshop examples off camera unless everyone concerned has agreed. If we choose music, soundcheck the supplied cue so my first words are clear.