

## **General Session Presentations – Audiovisual Requirements**

1. A wireless lavalier microphone is needed.
2. A Laptop ( the show computer) with Richard’s PowerPoint presentation loaded.
3. A wireless remote for advancing PowerPoints if used.
4. The name and email address of the individual to whom we should send Richard’s PowerPoint presentation to load into the show laptop.

## **Breakout/ Workshop/ Seminar Audiovisual Requirements**

1. A paper flipchart on an easel.
2. A wireless lavalier microphone is needed.
3. Handouts as appropriate will be provided.
4. Please send us the address to which the handouts should be shipped together with the name of the appropriate recipient.
5. Please have the handouts placed on the participants’ seats or table in advance of his presentation.
6. A Laptop (the session computer) with Richard’s PowerPoint presentation loaded.
7. The name and contact information of the individual to whom we should send Richard’s PowerPoint presentation to load into the session Laptop.