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# Technical Requirements

We take our responsibility to assist you in every way very seriously, and we want to present a first class program. Here is our checklist to help you with your planning.

## General Session Keynotes – Audiovisual Requirements

1. A paper flipchart.
2. A wireless lavalier microphone is needed.
3. A Laptop computer with Richard's PowerPoint presentation (as appropriate) loaded.
4. A wireless remote for advancing PowerPoints if used.
5. The name and contact information of the individual to whom we should send Richard's PowerPoint presentation to load into the laptop computer.
6. Handouts (as appropriate will be provided) Place on the participants' seats or table in advance of his presentation.

## Breakout/ Workshop/ Seminar Audiovisual Requirements

1. A paper flipchart.
2. A wireless lavalier microphone available for Richard.

3. A PowerPoint projector: the projector should be on a 4' table at the front of the room per the diagram above.
4. A 10×10 projection screen.
5. Laptop computer with Richard's PowerPoint presentation loaded.
6. A wireless remote for advancing PowerPoints if used.
7. Please provide the name and contact information of the individual to whom we should send Richard's PowerPoint presentation to load into the laptop computer.
8. Handouts (as appropriate will be provided) Place on the participants' seats or table in advance of his presentation.