

Audio-Visual and Room Set-up Needs

Equipment and Items I Will Bring

- MacBook Pro with VGA and HDMI connectors
- a Keynote Presentation using a 16:9 aspect ratio (cannot be exported)
- a Logitech wireless presentation remote (as backup)

Equipment and Items I will Request From You

- a speaker system with a mini plug for audio output from the laptop
- a screen and projector with VGA or HDMI input appropriate to room and audience size
- a wireless lavalier or headset microphone (no handheld or lectern please)
- AC power for her MacBook
- a confidence monitor, if available

Requests for Rehearsals and Room Setup

- a technical rehearsal before the program to test the equipment, sound effects, and videos
- a room setup that will allow me to walk and interact with the participants.
- no tables training set-up for participants
- no cafeteria, marketplace, lobby, or open areas during lunch, dinner, or high-foot traffic hours

Food

May I request to be served VEGAN snacks or meals.

Materials

- I use a one-page printed handout to interact with the participants (optional).
- I can customize the design and provide the file to be printed by the client (optional).

Video and Photos

I welcome professional videographers and photographers at the event and grant permission to use these materials. However, I will request copies to use for my marketing materials. We also request approval to bring in our videographer and photographer to document our keynote for our digital marketing purposes.

Please don't hesitate to reach out at any time if you've questions.

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