



AV Requirements for Jude Miller Burke

What You Can Expect:

The presentation consists of several PowerPoint slides with embedded audio/video clips that Jude will have available on a thumb drive or on her laptop. During the presentation, Jude will control all of the PowerPoint slide advances.

Lavaliere Microphone, Slide Advancer and Sound:

- ❖ Please provide a clip-on lapel, cordless lavaliere microphone with fresh batteries and wireless slide advancer.
- ❖ Make sure that the projection unit is wired for sound, in order to allow the audience to clearly hear the video clips when they are played on Jude's laptop.

Stage, Lighting & Screen(s):

- ❖ The staging area should be large enough so that Jude can comfortably move around.
- ❖ The screen(s) should be large enough so that everyone in the audience can read the information on the screen(s) easily.
- ❖ Jude prefers to have a bottled water near the podium or on a small round table where his laptop will be placed

Screen Projection and Back-up Laptop:

- ❖ Jude will email the presentation ahead of time and if necessary bring the presentation loaded on her own Mac laptop computer to be connected to your LCD projector or equivalent. Please have both the HDMI connecting cable and a power strip at the podium.
- ❖ You may wish to have a high-speed, high memory laptop loaded with Microsoft PowerPoint that's compatible with PowerPoint for Mac version 14.4.7 to be used as a backup.
- ❖ Jude will bring a backup version of the presentation on a thumb drive.

Rehearsal:

- ❖ Jude will need to check the media and sound before the event – just to make sure that everything works correctly – and to allow sufficient time to correct.
- ❖ If possible, the same A/V technician who will be present during the presentation should rehearse with Jude the night before.

Thank you for your attention to these notes. We look forward to a successful program.