

Michael's Room Set-up & Audio/Visual Requirement's

Audio/Visual

Michael will use his MacBook to present his "keynote" (Mac version of Powerpoint) presentation. He has Mac adapters "dongles" for VGA and HDMI connections. His presentation includes audio and will need audio capabilities.

* He requires an audio cable connected to external speakers.

* Michael prefers a lavalier microphone with a lapel clip.

If a standard handheld microphone is required, he would prefer it to be wireless.

Michael typically has a videographer; please coordinate proper audio frequencies accordingly. Michael can provide his own clicker/slide advancer.

Michael will arrive at least 30 minutes prior (or as stated in the contract) to test all equipment.

Room Set-up

* Please allow walking room - Michael would prefer to interact with your audience

* Bottled Water - please have water available

* If a meal is served, please introduce Michael after the food service is finished and wait staff has left the room (unless we have discussed otherwise).

Food/Dietary Preferences

If Michael will be joining you for a meal, please provide a dairy-free option.

Contact Information

Michael's mobile phone is 630.220.9628. The day of the presentation, please feel free to text Michael if you have any last minute changes, questions or concerns.