

## **Audio Visual Requirements- Jose Rolon**

Currently, Jose utilizes a Macbook Pro laptop with PowerPoint or Google Slides software, which would require the following:

- Projector
- Screen
- Power Strip or power outlet
- Slide changer

Jose will provide HDMI and VGA adaptors.

A lectern is not required and it is requested that the room be dimmed appropriately for the presentation.

Please note that some presentations require sound and internet capabilities. Some presentations also require the ability to play video.

It is requested that any group over 25 have a PA system. For events requiring a microphone, a wireless lavalier is preferred so that the speaker can move freely at the front of the room. With that, please be mindful of the set up, especially the screen placement, as the speaker appreciates the opportunity to connect with the audience by moving around. Ideally, the speaker should have the ability to see the presentation (either on their lap top or by having the screen set off to the side), and still have the ability to walk around.

If 16:9 slides (widescreen) are needed, please let the speaker know minimally (2) weeks in advance so adjustments to the presentation can be made.

An audio-visual check with an onsite contact is requested 30 minutes prior to the start of the presentation.