



## AV Requirements

For Diane to have maximum impact, we ask that you coordinate with the venue and production team to provide the following items. In the event, you cannot accommodate these requests, please let us know.

1. Diane prefers a wireless lavalier microphone, if unavailable then a headset microphone.
2. It's vital you tell the AV people that she runs an HP laptop from the lectern on stage – **she DOES NOT put her presentation on the 'main' computer up the back** – because she often changes things on the fly to emphasise points the audience finds valuable. She brings her own 'clicker.'
3. She needs a regular 3.5mm sound lead, and either a VGA or HDMI cable. (She carries both adapters/dongles, just in case.)
4. Please provide playback capability. Diane will bring one or two audio files via portable drive, and she will ask the technician to play them on her verbal cues.
5. Hollow lectern, suitable for the storage of Diane's props.
6. We ask that the first row of seats be no more than 3 metres from the front of the stage. This enables better interaction and energy exchange with the audience.
7. Diane would appreciate a twenty-minute sound check with your tech crew to test microphone and step through the audio cues of her presentation. This is best achieved at a time when there is no audience in the room.

Please contact us regarding any questions, concerns or deviations. Diane looks forward to working with you and your team to deliver an outstanding presentation.

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Book Diane Today

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