



Large Workshops – A/V Requirements – Sandi Givens

For more than 35 people

- Microphone:** Lapel preferred ('face mic' is alright as well)
- Definitely not microphone attached to lectern as Sandi moves on stage and amongst the audience while she speaks
- Additional mics:** Hand-held microphone available for audience members asking questions
- Visual:** It will be decided during our consultation with the client whether PowerPoint or Flip Charts will be used.
- PowerPoint:** Sandi uses Windows XP and PowerPoint and will bring her presentation on her laptop.
- Sandi brings her own USB remote for advancing slides
- Please provide data projector and screen(s)
- Unless specifically advised by our office, *no audio jack is required*
- Flip Charts:** 2 Flip chart stands with *high quality paper* (not 'butcher's paper') are needed
- Sandi brings her own flip chart pens
- Audio:** Sandi uses music from her iPod in her presentations and will bring her own iPod speaker system for this purpose.
- Please ensure there is a power point near the front table for her presentation materials – or an extension lead that has been secured to the floor for OH & S purposes.

**If you have any questions or concerns about these arrangements,
please call our office on (03) 9844 4612.**

"For Unbelievable Breakthroughs That Deliver Outstanding Results"