



## Conference Keynote – A/V Requirements - Sandi Givens

- 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:** 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*
- Audio:** Sandi uses music from her iPod in her presentations.
- Please ensure the AV team have a suitable jack for her music to be played through the PA system.
- Sandi will provide the AV team with a run sheet and instructions for the music to be played.
- Please note:** If needed and advised prior to the presentation, Sandi is able to bring her own iPod speaker system which is suitable for groups of up to 50 or 60 people.

**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"*