



Small Workshops – A/V Requirements – Sandi Givens

For 35 people or fewer

- 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"