

Helene Segura AV & Room Requirements

AV

- Projector and screen
- Computer source for hosting presentation slides. If one will not be available, please let us know so that Presenter can bring her own laptop, for which a power source will be needed.
- Remote with fresh batteries for advancing slides. If a remote will not be available, please let us know so that Presenter can bring her own remote.
- Down Stage Monitor – If there is a stage, the tool (aka “confidence monitor”) is most helpful.
- Lavalier or E6 microphone (or other wireless microphone that is *not* hand-held) with appropriate sound system.

Slides

- PowerPoint - Typically, audio and video are not used in the slides unless during pre-event calls Client and Presenter decide it's necessary. GIFs are used on some slides.

Room Setup Preferences

- Keynote – chevron or tables with crescent seating
- Seminar - if facilities allow, tables of 6 with crescent seating