

## Suzanne F. Stevens – Presentation A/V and Room Requests

Suzanne will work with you to accommodate your set-up requirements. The A/V and room set-up are suggestions to enhance the audience experience. Suzanne's keynotes and sessions are often interactive, and lighting and seating are a key component in creating a great atmosphere!

Main Stage Presentations:

A/V requirements:

- ↑ Wireless lapel microphone (with fresh batteries and hand-held mic backup). Suzanne will bring her own headset but will still need a mic pack.
- ↑ Wireless hand-held microphone available (for audience members)
- ↑ Sound chord for laptop, video will be played.
- ↑ Confirmation of venue music license.
- ↑ Projector and screen

Room set-up

- ↑ Stage: high enough for everyone to see Suzanne
- ↑ Seating: half-rounds are first choice, or theater setup with chevron style seating, with a center aisle.
- ↑ Seating to be arranged as close to the stage as possible, so as not to create distance between Suzanne and the audience
- ↑ Full house lights accept near the screen(s) if possible.
- ↑ Full lighting on the speaker (no spotlights please if can be avoided).
- ↑ Share stage backdrop so Suzanne can select clothes that doesn't make her part of your background.
- ↑ LCD Projector and Screen/s
  - A large screen either stage right or two screens on both sides of the stage if possible. Please let Suzanne know if split-screen is being planned (i.e. Speaker on one screen, PowerPoint/Keynotes on another). The location of the screen is important to know prior to presentation.
- ↑ Suzanne likes to have her computer or monitor in eyeshot if possible, to ensure the slide show and video is seamless.
- ↑ Suzanne brings her own Mac laptop, including all appropriate cables for the LCD projector. Her presentation is created in 16 x 9 format, pre-loaded onto her computer with backup on memory stick. Suzanne will bring remote clicker to advance slides. Please have a backup clicker available. **If your projection slide is a 4:3 ratio, please let us know, so that we can alter images pre-event.**
- ↑ Small table for room temperature water, props, placed stage left. A separate table for laptop is required.
- ↑ Suzanne doesn't need a lectern. If lectern is needed for an introducer, please set to the side several feet back from the front of the stage. Suzanne uses the entire stage.

**Note:** For luncheon for dinner keynotes, ideally the audience is not eating, and table service is suspended for the duration of the presentation.

**Set-Up Time:** Depending on the nature of the engagement i.e., convention, Suzanne will arrive the day prior to do a sound check. If Suzanne is the only speaker, she will arrive a minimum of 60 minutes before set-up and conduct a sound check.

**Breakout Sessions:** Staging, seating, lighting, A/V as above. For room choice, please avoid lecture theaters if possible, as we like to create a collaborative environment.

Your contribution counts!