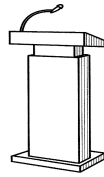


AUDIO-VISUAL REQUIREMENTS FOR KEYNOTE SPEECH

1. **Micah needs to know if projection will be 4:3 (standard, “boxy” dimensions) or 16:9 (the more recently-popular, more-horizontal ratio).**
2. **Micah needs time to set up and test** ahead of his presentation, in conjunction with your audiovisual professional.
3. **Cordless lavalier** microphone (except for very small audiences).
4. **Projector to play PowerPoint off Micah’s laptop**
IMPORTANT: Micah Solomon works directly from his Mac (not a flash drive, not another laptop). From long experience, he knows this works best—it avoids font substitutions and other variables. He will provide adaptor and remote that work with his mac. (see exception in item 6.)
5. **Chest-high lectern** on which to place laptop in front of speaker at a viewable height. (Exception: If you have a confidence monitor—see item 6—this may be optional.)



(chest-high lectern)

6. **Confidence monitor if available** is fabulous. *If your room does have a confidence monitor, you can make exceptions to item “4” and item “6” above: you can broadcast from Micah’s laptop at the AV desk instead of onstage (but you still need to be running the slides off Micah’s laptop to avoid font substitutions). You can also dispense with the lectern in this case (but only in this case).*
7. **Someone who knows how to dim lights that are near of the projection screen(s)** if slides are showing as washed out. Micah Solomon uses highly-picturesque stills)
8. **Theater style seating preferred** (chairs in rows facing the podium) is preferred. This works better than people sitting at round tables.
9. **THREE SAFETY NOTES**
 - Please be sure **emergency exits and aisles** are in no way blocked
 - Any audio speakers and other **heavy or top-heavy items you may be using should be securely mounted**
 - Ensure that **no tripping hazards are introduced by your setup.**

Any questions? Please feel free to contact Micah directly:
micah@micahsolomon.com 484-343-5881 (mobile and text)