

Keynote Address Technical and A/V Requirements

Dan's technical needs are modest, but important. To ensure the maximum impact on your audience, please consult the following checklist and suggested layout. Contact Dan at dan@trommater.com or 647-345-6986 if you have any questions or concerns.

Critical Needs:

- Screen and projector for PowerPoint presentation. Dan will bring his presentation on a thumb-drive (for use on venue computer). A 'clicker' to control the slides is appreciated.
- Wireless lavalier (lapel) microphone with P/A system. Dan needs both hands available throughout the presentation. A second microphone will be necessary for the introduction and other programming. No amplification is necessary for small groups.
- Stage Riser (8' X 12' minimum and at least 10-12 inches tall.) The primary concern is visibility – everyone in the room should be able to see Dan from the waist up. Please also have a chair or small table on which a briefcase can sit. For audiences of fewer than 50, no riser is necessary.
- Lighting – A general wash of light is all that's necessary. Ideally the lighting will be adjusted separately from the house lights, but this is not required.
- Seating – To ensure visibility, please do not place any seating to the sides of the stage.
(Please see diagram on page 2.)

Optional Elements:

- Pipe and Drape backdrop behind stage (mid-tone or dark) – while not necessary, a backdrop of curtains adds an element of professionalism and hide any unsightly walls.
- Optional Professional Lighting. If the option is available, a general stage wash and a well-lit room are the absolute ideal. A follow-spot would be a lovely luxury.
- IMAG – Image magnification system. If the venue and audience are very large, it's suggested that a live closed-circuit video system with large screens be implemented. This will allow all attendees a clear view of the presentation on the stage.

Please see suggested room setup diagram on next page...

Suggested Room Setup

