

DEVIN HENDERSON

AV/TECHNICAL REQUIREMENTS

AUDIO

- Preferred Mic for Devin: Lavalier (Clips on to shirt).
- Also, please have 1 Handheld mic with mic stand on stage for audience volunteers.

VISUAL

- Devin will use his own (Mac) laptop on the stage for his PowerPoint presentation. Please notify the AV team that Devin will need the following on stage...
 - HDMI PowerPoint connection.
 - Power strip plug in for his laptop charger.
 - XLR or 1/8" connection for sound.
- IMAG: if possible, we recommend projecting a live video feed of Devin onto the big screens.

STAGE SET-UP

- Please provide 2 small tables onstage: one for Devin's laptop and one for his bag of props.
- Ideally, the stage will be clear of a podium and any tables (or at least moved as far back as possible).
- If stage lighting is available, please dim the house/audience lighting.
- A bottled water on stage would be greatly appreciated.
- Audience members will need easy access on and off the stage or platform.

IDEAL AUDIENCE AND ROOM SET-UP

- The first row of people should be as close to the stage as comfortably possible.
- There must not be a large gap, such as a dance floor, between the stage and audience.
- There should be no one sitting behind or to the immediate sides of the stage.
- If Devin's keynote follows a meal, the tables must be cleared before the program.
- If there is a bar, please have it closed during Devin's presentation.
- The person introducing Devin should have everyone's undivided attention before reading the introduction.
- If necessary, the introducer should ask everyone to turn their chairs toward the stage.