Audrey.Muliva

AV REQUIREMENTS



To deliver an engaging, high-impact experience, the following AV setup is recommended.

AUDIO

- Wireless lapel (lavalier) microphone preferred
- Handheld microphone as backup

VISUAL

- Large screen (LED or projector) visible to all attendees
- HDMI connection
- Confidence monitor (appreciated but not necessary)
- Presentation slides are in the 16:9 format.

PRESENTATION

- Clicker / slide advancer
- Table or lectern for laptop
- Laptop compatibility: Mac

POWER

- Power access at lectern / laptop table (powerpoint extension recommended)

ROOM SETUP

- Advise the room configuration at least 48 hours prior to the event.

AUDIENCE INTERACTION *(If applicable)*

- Reliable Wi-Fi access for participants (or strong 4G/5G)
- Screen capability to display QR codes clearly
- Audio capability for playing short videos or music
- Option to use audience interaction tools (e.g., AhaSlides, Mentimeter, Slido, etc.)

RECORDING *(If applicable)*

- Permission to record the session (photo / video / audio)
- Access to event recording for promotional use (if applicable)
- Ensure any third-party recording is approved by the speaker

IMPORTANT NOTES

- Kindly confirm who the on-site AV contact person is on the day.
- Audrey will arrive as early as two hours for sound and AV check prior to the presentation.

THANK YOU!
If any of these requirements are not available in the venue you have selected for your event, please let me know at least **14 days prior** to the event.

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