Scheduling & Audio - visual requirements

Before the Day of Your Event

PowerPoint slides will be submitted at least 48 hours before the event and needs to be loaded onto the conference system for pre -checking before Audrey arrives.

Due to potential travel delays , Audrey prefers to arrive the night before . Please arrange or recommend a hotel either at the venue or closer to the airport than the venue .

On the Day of Your Event

Audrey typically arrives onsite 30 to 45 minutes before her presentation for AV set up and testing. If she is scheduled in the middle of the conference or towards the end , please indicate testing times allowed.

For audiences larger than 25 , Audrey requires a wireless lavalier microphone.

A confidence monitor as well as a countdown clock are greatly appreciated if available ; please confirm if so at least 48 hours prior.

Consider adding a break right after Audrey's talk ; it helps manage the post session energy surge , giving attendee's time to connect , ask questions to Audrey off stage and share their takeaways.