



A/V REQUIREMENTS & SUGGESTIONS IN-PERSON SPEAKING ENGAGEMENTS

To ensure the highest quality presentation possible, Sarah recommends the following:

A/V Recommendations

Laptop	Sarah will bring her own MacBook Air along with HDMI and VGA adaptors for the projector. She will also bring her MacBook charger, plus the correct power adaptor when required.
Slides	Power Pointslides (size 16:9) loaded upon Sarah's MacBook Air. She will bring backup slides on a USB/USB-C drive.
Clicker	Sarah will use her own clicker to move her slides forward, so kindly requests the laptop being used is set up within clickable range (30 metres).
Projector & screen	High-definition screens or projector (with HDMI or VGA input), visible to the whole audience.
Microphone	Sarah's preference is a lapel or headset microphone. If either of these options are unavailable, please provide a hand-held wireless microphone.

Stage Recommendations

Stage	If possible, Sarah prefers for the stage to be clear without a lectern or chairs.
Bottle of water	Sarah would appreciate a bottle of water which she can access at the side of the stage.

A/V REQUIREMENTS & SUGGESTIONS VIRTUAL SPEAKING ENGAGEMENTS

Based on Sarah's experience as a virtual presenter, she recommends the following to ensure the smooth running of every engagement:

A/V Recommendations

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| Rehearsal | Sarah recommends a short technical rehearsal at least 3 days in advance of your event, using the event platform. |
| Event support | It is extremely helpful for Sarah to be able to contact at least one person dedicated to technical support during the event in case of technical issues, preferably by phone. (She has never had to use them but it's reassuring to have them on standby!) |
| Slide control | The audience experience is greatly enhanced when Sarah has full control over her slides. |

Stage Recommendations

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| Laptop | MacBook Air |
| Prezi for slides | <p>Prezi is Sarah's preferred tool to share interactive and engaging slides with your online audience.</p> <p>If Prezi is incompatible with your chosen platform, Sarah is happy to use PowerPoint slides (size 16:9) instead.</p> |
| Microphone | Røde Wireless Go with a Røde lavalier (lapel) microphone for consistently high-quality sound. |
| Lighting | High-quality lighting provided by two Elgato adjustable key lights. |
| Hardwired Internet connection | <p>Ethernet connection ensures a reliable, stable and fast Broadband connection throughout every presentation. Internet speed is as follows:</p> <ul style="list-style-type: none"> • Ping 6 ms • Download 831.13 Mbps • Upload 883.78 Mbps |