FOR YOUR A/V TEAM

A/V Requirements

What Mark needs to make your session run smoothly, in person or virtually.

Audio

- [ ] A wireless lavalier (lapel) microphone for Mark, with fresh batteries
- [ ] A wireless handheld microphone as a backup
- [ ] One or two handheld microphones for audience questions and participation

Screen and slides

- [ ] A projector and screen, or an LED wall, that the whole room can see
- [ ] An HDMI connection at the stage for Mark's laptop, or his slides loaded on your presentation computer
- [ ] A wireless slide advancer (clicker)
- [ ] A confidence monitor facing the stage, if available

Stage and room

- [ ] Room to move across the front of the stage
- [ ] Even front lighting on the stage
- [ ] A small table with water near the stage
- [ ] For breakouts and roundtables, rounds or tables so attendees can work in pairs and small groups

Live polling

- [ ] Reliable Wi-Fi for Mark and the audience during the session

Virtual events

- [ ] The platform, links and run of show sent one week ahead
- [ ] A tech check with your producer before the event

Before the session

- [ ] A sound and slide check 30 minutes before doors open
- [ ] One point of contact on site for A/V

Questions about your room or setup? Call or email Mark's team at 978-216-3991 or info@mindsetgo.com.