Ciara Lancaster, Reimagine Change

Change Fatigue & Resilience Expert

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**AV requirements for guest speaker, Ciara Lancaster.**

* Large screen with audio required for presentation delivery
* Ciara will bring a KEYNOTE presentation on a USB and hand to the organiser, the event laptop must have the KEYNOTE software already installed for the presentation to run.
* To re-iterate, this is not a powerpoint document, this is a KEYNOTE software presentation with a huge file size of 500MB upwards for sound and video etc.
* **Ciara will bring her Mac laptop which can be directly plugged into the tech/screen, this option is recommended as all of the fonts and audio are already customised.**
* **Ciara will bring an HDMI cable**
* Ciara will use the available presentation clicker at the venue and bring her own as backup
* Lapel microphone preference or headset to be at the ready by event organiser
* Ciara typically has min. 3x short 90second videos with audio embedded in her presentation. Therefore, room audio is required.
* It is essential that a 10-minute tech check take place at the venue to test the sound of videos, clicker, microphones and brief AV on the flow of the keynote.
* Tech check typically takes place either a) the night prior, b) early start prior to event, or c) during the afternoon tea break if closing keynote speaker. To be discussed.

**On-stage**

* Conference stage with speaker flip screen below of slide (speaker notes view not required), to allow the speaker to move/walk freely, please remove lectern from stage if not required
* Or lectern on the stage for laptop in presenter view (secondary preference)
* Please provide a bottle of water on stage for Ciara

**Post-event**

* Screen content is not for distribution to audience before or after
* Event footage is not for general website or internet distribution after
* This is to protect the speaker’s IP
* All other details and requirements to be discussed and agreed upon prior to event