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

* Projector/large screen
* 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.
* Ciara will bring a Mac laptop as back up
* 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 between 1-3 short 90second videos with audio embedded in her presentation. Therefore, room audio is required.
* Lectern on the stage for laptop in presenter view or access to a teleprompter
* Or conference stage with speaker screen below, no lectern preference
* Room temperature water for Ciara
* Screen content is not for distribution to audience before or after
* Event footage is not for general website or internet distribution after
* All other details and requirements to be discussed and agreed upon prior to event