



AV Requirements

Lisa will travel with a MacBook Air to play her Keynote slides in 16:9 ratio. She will supply the appropriate dongle to connect with the projector via VGA or HDMI. Lisa will also supply an external hard-drive with a backup of her presentation in Keynote and PowerPoint.

The client will provide the following:

- LCD Projector of at least 1000 lumens
- Connection to sound system or speakers for audio generated by I-pod and computer
- Onsite A/V support to troubleshoot before and during the presentation
- A projection screen measuring 8 feet or larger.
- Wireless over-the-ear or lavalier microphone.
- Speaker's Riser or platform for groups larger than 100
- Seating arranged to: make a wide room rather than a long room have all chairs face Lisa, or leave enough room between tables so that chairs may be turned after eating.
- A well-lit room, with extra lighting in the area where Lisa will speak, if necessary.
- Lighting over the screen darkened Lisa's program MAY NOT BE RECORDED or Broadcast.

Contact Lisa prior to the event for permission to record. If recording takes place Lisa requires a master copy in HD 1080p within 10 days and retains copyright to the recorded content. No distribution of such recording may be made without separate written agreement with Lisa Haen, Culture Inside Out, LLC..