Audio/Visual Requirements & Room Set Up

1. Digital projector, minimum 2200 lumens. XGA output from a PC.

2. David will need to set up his laptop as a monitor at the front of the room or near the stage.

3. David does not use a podium or lectern, and prefers to not have one on the stage or riser. Of course, he understands that there are times when a podium is needed for others. In that case, he does request that the podium be to the side of the stage if at all possible.

4. He requires a wireless lavaliere microphone with extra batteries.

5. A small table to accommodate his laptop, projector and speaking materials will be needed.

6. A power strip with multiple outlets is important.

7. If possible, David prefers a V-formation/classroom setting for the audience.

8. David is a "wanderer" and likes to move around a lot.

9. David provides his own remote control.

Please contact David if you have any questions.
David is also happy to talk with you're A/V team before the event.
davidbalkwell@balkwellltd.com or **www.balkwellltd.com**

Or you can also schedule time thru Crystal at 07799411159 or office@balkellltd.com