AV RIDER

Client shall be responsible for providing and ensuring the below requirements are met for the speaker's presentation.

- Speaker requires a lapel microphone or "countryman" microphone for groups of forty (40) or more people. No handheld microphone, please.

- Speaker prefers to run the program slides from his laptop (Macbook Pro). If this is not possible, speaker can bring the slides on a USB flash drive or deliver a link with the file 24 hours prior to the event.

- Speaker uses a supporting 16:9 PowerPoint slide that contains branded fonts that does not come loaded on most computers. If running from an event's laptop, speaker will provide the font family file to the event AV lead along with the slides.

- Speaker prefers the use of a confidence monitor if possible.

- Speaker requires a slide advancer that can reach from the stage and around the room.

- No podium is required. The speaker prefers to have the podium removed from the stage if possible.

- All media files are embedded into the PowerPoint slides.

- Client AV set-up must support audio and video capabilities.

- An internet connection is not required.

- Speaker requires a thirty (30) minute AV/tech walk-through with the AV or tech team to ensure alignment of the presentation flow and execution.

- Please have a bottle of water available for the speaker on stage.

- Photographs are permitted with all copies provided to the speaker.

- Audio/Video recording is granted on a pre-approval basis and with the following stipulations:
  - Provide the speaker with raw footage, audio, or still photographs.
  - All materials must be for internal use only and password protected.