

A/V Requirements for John Sylvester-

- **Sound**
 - Lapel Microphone is preferred (with new batteries) 😊

- **Presentation Visuals**
 - VGA Cord at the front of the stage area. John will supply his own laptop if required, or a USB Flash drive to transfer data onto the laptop already provided.
 - Please ensure the screen is appropriate for the room size.
 - Please supply either a large whiteboard or flip chart.

- **Lighting**
 - Please ensure adequate lighting for the stage area and on any whiteboards or flip charts used.
 - Please ensure the projector is bright enough to enable good lighting on the stage area.

****For Audiences over 400 people please notice below****

- **Stage Layout and Positioning (Speaker Perspective facing the audience)**
 - Lectern is preferred at the front right of stage if possible.
 - Flip Chart is preferred at the middle left of stage.
 - Rear projection screen preferable or alternatively a ceiling mounted projector
 - Multiple side screens or side TV monitors as needed