



Michelle Poler

A/V & Room Spec Request Sheet

The following is a list of room & a/v preferences. Please know these are flexible if there are extenuating circumstances.

Staging

- No podium
- Small table for laptop
- Small table with a glass of water

Microphone

- Wireless lavalier microphone
- Backup wireless handheld microphone

Screen & Computer Projection System

- Michelle uses her own laptop to run the presentation (it cannot be run off someone else's computer)
- Her laptop setup should be on or near the stage. NOT in the back of the room
- She can run HDMI off her MacBook
- An LCD projector system with audio is required. Her keynote slideshow contains videos with audio embedded in the presentation

Media/Materials

Michelle uses "Keynote" and not PowerPoint to create her media presentations. She often works on them up until the last minute to customize these presentations directly for the attendees. For this reason, she is not able to send her slides in advance. Please let us know if you have any deadlines for materials, and we will do our best to meet them.

Recording

We encourage video recording for archival purposes. A separate agreement will be required. If you plan to record any portion of Michelle's presentation. Please call or contact our office to request a Recording Agreement.