

AV & room set up notes for Dan Heath

Dan says: *Here's what I need to do a good job for your event. My presentations typically include 150 to 200 slides (simple phrases/images) in an hour-long keynote. The slides need to appear onscreen at precise times (some act as the visual punchline for a joke) so the following setup is very important.*

The following things are necessary:

1) **I need to run the presentation from my computer** with my clicker. I use a Lenovo ThinkPad X1 Carbon (PC) laptop. It has an HDMI port, but no VGA or MiniDP. If you will not be using HDMI, please have an adapter ready.

2) **My computer should be plugged in onstage**, so that I can get to it personally in the unlikely event that something goes wrong. (That has never happened before but it could.) I'll need a power supply within 6 feet.

3) I will need an **audio hookup** as well so that I'll have the ability to show a video.

4) **Please forewarn your production team in advance of the items above.** Often they like to run things off their master computers, which is understandable, but I have learned to trust my paranoia: The only presentation problems I have ever encountered, across many years of speaking, happened when I tried to run my slides on someone else's computer. Note: That does not mean your AV team is not awesome.

5) There needs to be a monitor (aka "**confidence monitor**") on the floor, centered, in front of the stage that shows the same images that are being projected to the crowd. Because of the volume of slides I use, I need to be able to quickly glance down at the monitor to make sure I'm in the right place. Having the monitor on the stage, or built into a podium, is not good enough, because I will be standing/walking at the edge of the stage.

6) I prefer a **wireless (clip-on) lavalier microphone** (not handheld or podium). Over-the-ear mikes are also fine, though I prefer lavaliers.

7) **By default, my slides will be 16x9.** If you'd like 4x3, or another ratio, that's no problem at all – just let me know in advance.

8) **If you are using IMAG** (which projects a video image of the speaker to the crowd), you need to set up the screens so that there is at least one screen dedicated to my slides at all times.

Because my slides go by so quickly, it does not work to cut back and forth between video of me

and images from the slides. If you only have the ability to project to a single screen, then the screen should show my visuals at all times, rather than the video of me.

9) I will walk around the stage, so please **keep the center of the stage clear** so I can stand closer to the audience. If you need a podium for the person who is introducing me, the best position for it is over to the side of the stage.

10) Here's an easy and costless way that you can make my talk more powerful: **Make sure people are packed in!** The lowest-energy speeches are ALWAYS the ones which, for instance, there are 250 people scattered around a room with capacity for 600. Please, please, please make the room feel too small rather than too big. Remove any chairs/tables that will not be absolutely necessary. And, if there is an option, I prefer rows of chairs rather than round tables.

THANKS – I'M LOOKING FORWARD TO A GREAT EVENT!