

A/V & DAY OF REQUIREMENTS

Use this checklist to help keep the technology dinosaurs from invading Dr. Candice's message!

COMPUTER A/V NEEDS

- Power Source for laptop
- PowerPoint screen
- PowerPoint projector
- External speakers
- Wi-Fi password
- Introduction to onsite A/V guru



ROOM NEEDS

- Microphone – lavalier or fixed podium mic preferred
- A bottle of water for Dr. McDonald
- Flip charts with sticky back or scotch tape*
- Markers*

*Pending presentation type

GOOD PRACTICE

- Send in advance the location and/or name/cell phone information for the onsite POC Dr. Candice should report to upon arrival
- Arrange with Dr. McDonald a time to test the AV the night before or at least one hour before the event
- Send any key points you want to Dr. Candice to include in her message to make it custom - Send at least TWO WEEKS in advance
- Send in advance an estimate number of attendees
- Provide Dr. Candice with any photos or videos taken of her by conference officials

