

PAUL GROSSMAN - AUDIO-VISUAL REQUIREMENTS



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PAUL GROSSMAN - AV Requirements

1. We are happy to make edited, watermarked, .pdf versions of Paul's slides available after the presentation. Please let us know if that is your preference.
2. Please tell Paul ASAP about any day-of changes to presentation times and adjustments Paul needs to make (agenda running late, early, etc.)
3. Please advise Paul if you'd like to permit additional time for Q&A, should the audience wish, or a "hard stop."
4. Paul uses his Mac laptop to present. Paul presents from his own laptop and can connect directly using HDMI cable. (If there is no HDMI connector, Paul brings his MAC-PC connector, which works with just about any projector). Ideally, all connectors (power, VGA connector, and sound pick up) are on stage-left.
5. Paul does not use a podium. Please remove or set aside any podium from the stage prior to his presentation.
6. Room set-up. Paul prefers to present to groups in rounds of 6 to 8 (as he often includes interactive portions in his presentations). If this is not possible please let us know so Paul can adjust his presentation.
7. LCD projector and large screen. Minimum screen size of 8 feet is preferred for good projection quality.
8. Sound pick-up from Paul's computer: Please provide a sound connection (mini jack) from Paul's laptop computer to the house sound system **if not using HDMI cable** (HDMI should carry audio as well as video).
9. Presenter's table. Please provide a small presenter's table for Paul's notes.
10. Microphone. Please provide a wireless lavalier lapel microphone if the audience will exceed 50 people.
11. Wireless handheld microphone: If the session is to be an "interactive workshop," please provide a wireless handheld microphone, in addition to Paul's lapel mic, for audience responses and questions.
12. Stage monitor (large, 500+ audiences only) So that Paul can see the screen projection without looking behind him.
13. Water. Please provide a bottle of water, not chilled.
14. Paul will be present in the room at least 1 hour prior to speaking for an AV check. Please have someone available for any last-minute AV issues.

We can work with whatever you have. Paul has presented to a variety of audiences and is happy to work with any room set up. Just let us know in advance what is unique about your venue and set up.

