



## Lenn Millbower Presentation AV Logistics Form

### Contact Info:

Lenn <i>First Name</i>	Millbower <i>Last Name</i>
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### Presentation Info:

TBD <i>Presentation Name</i>			
<i>Presentation Date</i>	<i>Time</i>	<i>Length</i>	<i>Location</i>

### AV Requirements:

- Projector, projector table, screen placed in a location not directly under overhead lights washing out projection, space for the speaker's laptop on the projector table
- No podium required
- Video connection into projector via hdmi cable

Audio microphone system, Prefer LAV

- Audio connection into house sound via male stereo mini-plug at the laptop location
- Glass or bottle of water at stage area
- Equipment set up and speaker access to room one and one-half hours prior to event or presentation start
- Onsite organization representative name

NOTE: The speaker's effectiveness is in part derived from specific PowerPoint choices. For this reason, he cannot substantially alter the look, color scheme, or font treatment of the slides. To do so would make the presentation less effective and deliver a disservice to your attendees.