

# SPEAKING RESOURCES

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1) Please make a full set of SINGLE SIDED handouts for each attendee. Ideally have them placed on their chairs, or on their tables. Black & white or color is fine, your choice. Do NOT do Double Sided.

2) AV Needs - Fairly standard:

- Wireless Lapel Mic - I can NOT use handheld mics
- Data Projector & Screen - I use a MacBook Pro and I bring my own adapters
- Sound for Video from my laptop - standard Single Pin Adapter
- I need my laptop up at the area I'll be speaking from so I can see it while talking - ideally on a small table.
- I can not run my presentation from the area where the IT/AV people sit it does need to be up on stage with me
- Ideally if an IT person can be avail in case of technical issues at set up that'd be great.
- Room Setup - Ideally either Open Rounds, or Classroom style so people can take notes.
- For very small rooms - we don't need a stage.
- I'd rather not have a podium up where I will be speaking from - it just takes up space - and I like to move around.
- Flip Chart stand, Pad & Markers
- 3 small bottles of water

And lastly, a bowl of M&Ms, extra red ones please - Just kidding... :)

Thanks!  
Cameron Herold