

# **BRIAN FIELKOW KEYNOTE – TECHNICAL SPECIFICATIONS**

---

## **TECHNICAL REQUIREMENTS** *(to be provided by Client)*

- Computer with current version of Microsoft PowerPoint and Quicktime
- LCD Projector and pointer
- Audio hooked into computer to support short video embedded in PowerPoint
- Wireless handheld microphone (with back up)
- Monitor facing Speaker to minimize the need to look backward at screen
- Remote changer for moving PowerPoint slides
- Projection screen suitable for size of room and audience
- Small rectangular table (at front of room) for Speaker to place materials, 2 bottles of water
- PowerPoint presentation capabilities. (Speaker will bring his PowerPoint presentation on a memory stick for loading on to your system). Due to the proprietary nature of their presentation, the file needs to be removed from Client's computer once the session is finished.
- Technical person should be available during setup and during the presentation.

**Presentation Materials/Handouts:** Are emailed in advance so that Client can reproduce high quality copies (at Client's option) in sufficient quantity for the expected audience.

**Books and CD's:** Educational materials are available on request. Discounts available for larger orders. If no materials are ordered, Speaker reserves the right to conduct back of room product sales

There will be no video/audio taping or broadcast of Speaker presentation by any media means without Speaker's prior written permission.

Speaker will need 30 minutes prior to the keynote with the room empty to walk through the presentation. Host and AV crew representative should be present for the walk through.

Client will provide Speaker at least 7 days in advance with cell phone numbers and email addresses of at least two (2) on-site contacts.