



Geoff Hetherington

THE CLARITY CEO

IMPORTANT: THE EVENT'S TECHNICAL DIRECTOR (OR EQUIVALENT) SHOULD RECEIVE THIS DOCUMENT AS SOON AS THE ENGAGEMENT IS CONFIRMED.

VISION

Screen: Please confirm the screen/s we will use on the day is:

- 1) Big enough to be seen from the back of the room;
- 2) Bright enough to be seen clearly with the house lights on,
- 3) Compatible with my HP ENVY M6 (13-inch, Mid 2014), which has a mini-dvi (female) OR VGA (female). I am happy to bring an adaptor cable for VGA/DVI output at your request.
- 4) If HDMI connection is I will supply this if you do not have one.
- 5) Aspect ratio: My slides are 16:9. Please let me know in advance if this is a problem.
- 6) I use PowerPoint
- 7) Slide Changes - I supply my own Logitech Remote for Powerpoint slide changes.

AUDIO

Headset (preferred) or lapel microphone: Please confirm a fully-charged mic or either type will be available.

Roving Mic - I usually interact with the audience so I need to be able to walk amongst them.

Audio connection - from my HP ENVY M6 - 3.5mm audio mini jack aka TRS connector (female). My presentations almost always contain multiple videos.

AUDIO TECHNICIAN

My presentations are fast-paced and interactive. During my presentations, I tend to talk over the top of videos and music, so some 'riding the fader' is usually required. For this reason, it's preferable that the audio technician for the day will have some time to chat so we can work as a team and there are no surprises!

ON THE STAGE

Podium or elevated table for laptop, complete with mains power and connections for an HP ENVY M6 laptop (as above): Please confirm this will be made available - ideally NOT centre stage, but rather on the left or right hand side. (No preference). Either White Boards or Flip Charts (One either side of stage is preferable - if two are not available the largest single you have please!) Whiteboard or Flip Chart Markers - the thicker the better - Blue, Red, and Black or Green.

A bottle of water, please! Speaking for an hour can be thirsty work. :)

THE ROOM/SPACE

Temperature: a room full of people can get stuffy, fast. It is preferable for the room temperature to be on the cooler side. 19 degrees Celcius is ideal It's also great if we know either; 1) How to adjust the temperature ourselves, or; 2) The person to whom we must speak to have the temperature adjusted.

TECHNICAL REHEARSAL

I always perform a technical rehearsal ahead of my keynotes. During this run through, it is desirable that the technicians who will be working during the keynote are present to assist and ensure there are no surprises in front of the audience. It is desirable that I speak with the MC or the person that is doing my introduction before the event to prevent errors.

Please remember to email Geoff@theClarityCode.com to confirm the above requirements can be met!

Thanks - I'm looking forward to presenting a great event for you and your audience!

Sincerely,

Geoff Hetherington

JG Hetherington: The Clarity CEO



ABN: 77 835 948 613
Phone: 0427136770
Email: geoff@theclarityceo.com