

A/V REQUIREMENTS

Elaine will bring her own:

- Macbook Air
- VGA, DVI, and HDMI dongles
- Wireless presentation clicker
- A presentation designed to work on 16:9 screens.

Event Organiser To Kindly Supply:

- Video Projector and Screen compatible with a MAC laptop.
- HDMI Connection preferred.
- An adequate sound system with a wireless microphone. Lapel microphone preferred.
- No podium/lectern please.
- Ability to tie into the sound system from the performer's computer to play music/audio for pre, during and post experience music.
- 2 bottles of Room Temperature Bottled water.
- Six Foot table to distribute marketing materials and sell merchandise.
- All technical requirements should be ready for a sound check at least one hour prior to the scheduled start time.
- PLEASE INFORM ELAINE POWELL INTERNATIONAL LTD. IF THE PROGRAM WILL BE AUDIO OR VIDEO RECORDED.
- Please provide a copy of the recording to Elaine Powell International Ltd.

- (Optional) If purchaser provides lodging, a double non-smoking room is preferred at a hotel near to the venue
- (Optional) Transportation for speaker to and from the airport is appreciated. Please indicate the name of the driver on contract.
- Please provide directions and a map from major highways/airport/hotel.
- Also, please include a parking pass as needed.

Please direct any questions to Elaine Powell International Ltd - Email: ep@elainepowell.com