

Published Date: July 21st, 2022-no change for 2024

## JJ Birden Technical Requirements (in-person events)

Customer to provide the following AV items:

- 1 Wireless lavalier microphone
- Wireless clicker (remote-with fresh batteries) to advance slides
- LCD projector and its connectors
- Audio/Sound with Sound Patch to presenter's laptop (not at podium), an embedded video is played during keynote intro.
- 2 bottles of water

PLEASE NOTE:

- JJ uses "PowerPoint" slides for the presentation, and also brings a copy of the deck on a USB drive for back-up.
- If Customer is using 2 confidence monitors, **please request the technical representative to program the second monitor to display as a "preview monitor"** (preview of next slide).
- JJ Birden travels with one guest (Raina Birden) who attends his sessions, please make sure the meeting planner is aware, and that she has access to all areas with JJ, and seating arrangements are made for her for JJ's session.

Lighting:

Full house lights please during the entire presentation  
Lighting subdued over screen(s) wherever possible

Seating:

PREFERRED: It is preferred that you use round tables, cabaret style or theater set-up with chevron style seating, ideally with a center aisle, or two side aisles.

Staging:

Raised Platform (if possible)

A small round table for LCD projector, props and notes.

NO podium is required for JJ (if podium is needed for other presenters, please have it moved to stage left or right).

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{{{Customer Name}}} Signature