AV GUIDELINES

The following specifications are given as a guideline to help you plan your event, they are what Ally believes are important to get the most from one of her sessions:

• Lapel Wireless Microphone or headset if you have more than 40 guests. Roving Microphone at worst. Roving Microphone on Standby: to assist your recording during Q&A opportunities if appropriate

• Data Projector for Computer Output: Front or Rear Projection and screen suitable for audience and venue.

• Ally uses an Apple MacBook Air 2020 with a USB C ports which she runs from a table on stage with a wireless clicker.
Please ensure DVI or HDMI connection. Ally brings adapters for these. Generally not recommended to run off the lectern unless discussed prior.

• Please organise PC audio with a 3.5mm jack and stereo output to operate from Ally's laptop so Ally can operate levels herself.

• **For the Stage:**

    Small table. Table to be placed on the left-hand side of the stage, if you were to face the screen.
    Data, power and audio connectors run to this table/projector.
   Glass of water / bottle
    Access to power

• **Video & Audio**
Ally's PPTx | Keynote may also have embedded video | audio in it.

WiFi or ADSL Internet for activating Live Links to demonstrate key points {at Ally's discretion]

• Lighting – Please position as much light on the stage and in the room as possible. Whilst we realise this can effect data projection, we have designed our images so that they work in average lighting environments. Obviously this has a lot to do with the quality of the data projector provided. If narrow spots are to be provided rather than a stage wash, please ensure that 3 locations on the stage are spotted – stage left, front centre and stage right as indicated by circles in diagram below.
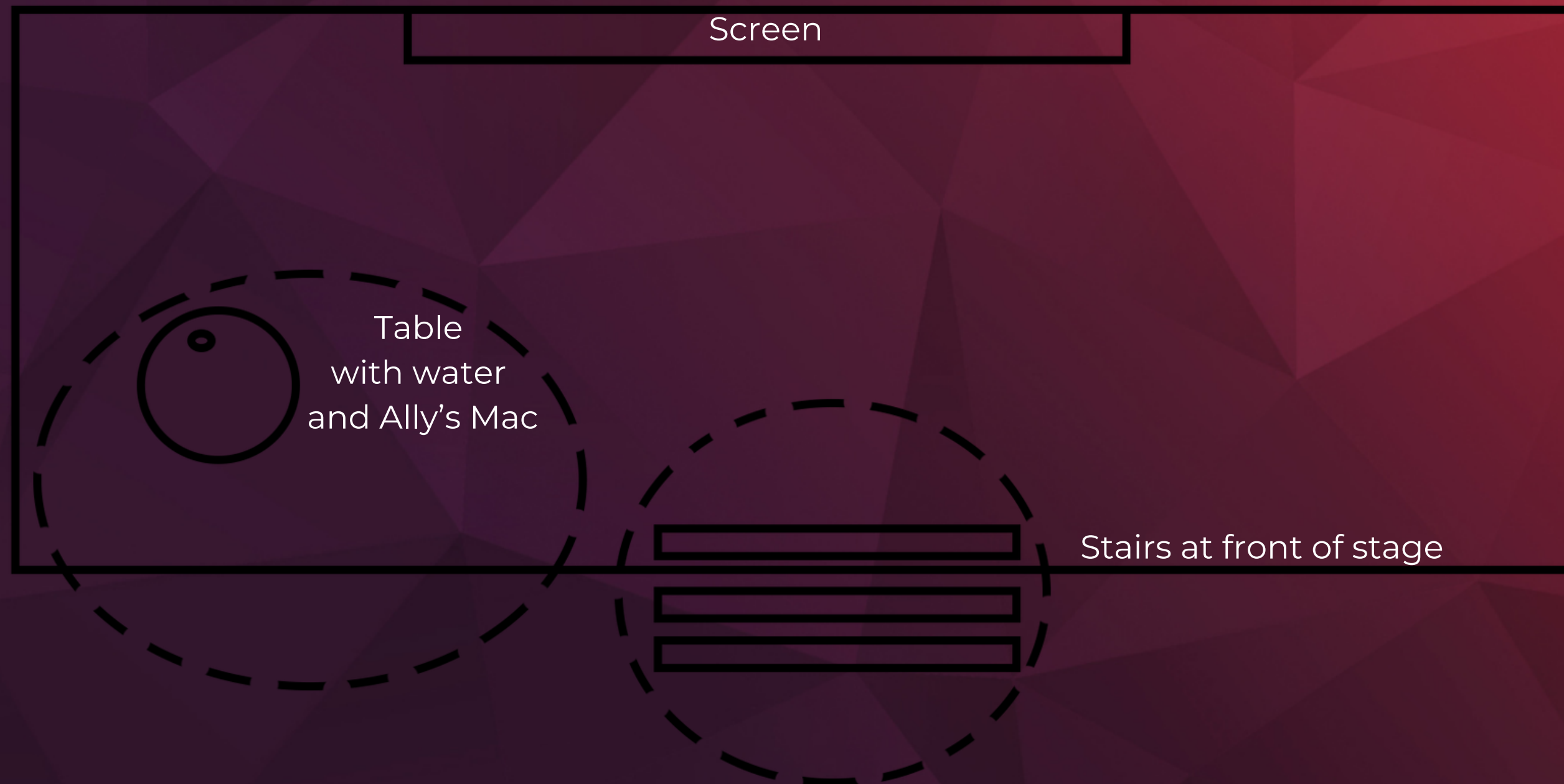
SUPPLY OF PRESENTATION FILE
Ally will make enhancements to her presentation on the fly and often adjusts a series of slides in the moment so the group get a custom tailored presentation. This is also why she doesn't send slides out in advance.

There are also various fonts, videos and animations that often get lost if transitioning to a different program or computer. Rest assured Jane will bring a copy on USB as back up and always arrives early to confirm everything works.

Another thing is that Ally will be IN your audience headspace for several hours before she speaks and sometimes her best magic happens then. We don't want to lock her in with deciding what she should cover weeks out from the event. The 10% she adjusts in that last minute is the gold and why people book Ally again and again.
Finally, Ally retains all intellectual property rights for her presentations and so we keep the slide decks on her machine to help facilitate this.
We trust you understand why we make these decisions. In each case it's about creating the best experience possible. Ally is committed to creating a memorable experience for your audience, so if you have any questions please don't hesitate to ask.

Thank you.
Ally Nitschke and Team