



Kim Becking AV Needs and Presentation Requirements

- **Podium.**
 - If no shelf underneath podium, then Kim will need a small table for props.
- **Microphone**
 - Cordless lavalier microphone is preferred.
 - Please test all audio and visual (AV) equipment well before the presentation starts.
- **Projector and Screen**
 - Kim will provide her presentation to you ahead of time and it can be tested on-site the day of the event, or Kim can bring her own laptop and you can provide the projector and screen.
- **AV Expert**
 - Please have an AV expert present when Kim arrives to help set up equipment,. If possible, send Kim his or her name ahead of time.

NOTE: To allow for any technological troubles and avoid a time crunch, Kim has found setting up at least 75 minutes prior to the presentation is best. Please provide Kim with the name of the AV expert and confirm he or she will be present 75 minutes before the presentation to help set up.