APPENDIX A
A/V REQUIREMENTS

RICH BRACKEN

All In-Person Programs

Sponsor agrees to provide all of the following audio-visual requirements for the Speaker:

- Handheld/Lavalier Microphone preferred
- An additional microphone on a stand for audience Q&A
- LCD projector with screen
- Wireless internet access
- Power from an extension cord
- Mac compatible setup
- A bottle of water would be appreciated not required

Presenter will bring:

- Personal Laptop with HDMI video connection
- Presentation remote

Hybrid Event (In-Person and Virtually on Zoom at the same time)

Additional audio-visual requirements for the Sponsor:

- Computer with Internet Access
  - Suggested hardwired access versus WIFI
- An external camera with a minimum 1080p resolution that can connect to the laptop
- An external Bluetooth-enabled microphone that can connect to the laptop
- Power from an extension cord

EVERGREEN Speakers will provide:

- The password-protected link to the EVERGREEN Zoom platform for the virtual event
- A Virtual Event Manager

The sponsor may consider hiring an outside company to manage the a/v setup for the virtual component of the Hybrid event; but the event shall still be presented & managed from the EVERGREEN platform.

Questions?
Contact the EVERGREEN Speakers office at info@evergreenspeakers.com

EVERGREEN SPEAKERS