

# APPENDIX A

## A/V REQUIREMENTS

SUZAN NGY

### All In-Person Programs

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

- Wireless microphone - Lapel/Lavalier Preferred
- Two additional microphones on a stand for audience Q&A
- Video Projector & Screen (HDMI)
- Ability to play sound from the computer (3.5 mm audio connection)
- Wireless internet access
- Power from an extension cord
- A bottle of water would be appreciated not required

The 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 Speakers Zoom platform for the virtual audience to use to access the 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 Speaker platform.*

*Questions?*

*Contact the EVERGREEN Speaker office at [info@evergreenspeakers.com](mailto:info@evergreenspeakers.com)*

Updated 2.14.2024