

APPENDIX A

A/V REQUIREMENTS

DR. RUTH GOTIAN

All In- Person Events

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

- Wireless Clip on Microphone
- Laptop with Clicker
- Two microphones for audience Q&A
- Video Projector & Screen (HDMI)
- Ability to play sound from the computer (3.5 mm audio connection)
- Wireless internet access
- Confidence Monitor
- Power from an extension cord
- A bottle of water would be appreciated not required

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.

Updated 9.17.2026

Additional Items needed for Dr. Ruth Gotian's Workshops

SUPPLY LIST FOR DR. RUTH GOTIAN

1. [PostIt by 3M Super Sticky Easel Pad 25x30 inches](#) (2 pads for first 50 people and 1 additional pad for each 25 people)
2. [PostIt Notes in a variety of colors 3 by 3 inches - box of 24](#) (enough for 20 post it notes per person)
3. [Assorted colored dry erase markers](#) - enough for 2 per person

Questions?

Contact the EVERGREEN Speakers office at info@evergreenspeakers.com

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