APPENDIX A
A/V REQUIREMENTS

DAVID OTUNGA

All In-Person Programs

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

- Wireless microphone - Lapel/Lavalier Preferred
- Video Projector & Screen (HDMI)
- 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

CAMPUSPEAK will provide:

- The password protected link to the EVERGREEN Speakers 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 will shall still be presented & managed from the EVERGREEN Speakers platform.

Questions?
Contact the EVERGREEN Speakers office at
info@evergreenspeakers.com or 1-844-745-8570

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