



### **Simon Anderson – AV Preferences and Requests**

For attendees to have the best experience at Simon's keynote, he requests the following items:

1. Simon will use slides and video and needs a projector and large screen(s). A large TV(s) is acceptable for meetings with 50 attendees or fewer. All attendees should be able to clearly see the presentation visuals.
2. Please provide a wireless lavalier-style mic that can be used anywhere on stage without interference.
3. Simon prefers to use own laptop and presentation software (Beautiful.ai) but can use an event PC and convert his presentation to PowerPoint upon request. He will bring a backup of his presentation in PowerPoint format on a USB drive.
4. If an event computer is being used, please provide a slide remote.
5. Please provide a lectern large enough for Simon's 15" laptop (if he is using it for the slides,) phone and a water bottle.
6. Internet/sound is not required, but please advise if it will not be available.
7. Simon would appreciate a 10-minute AV check either the night before or morning of his presentation.

If there are any concerns or requests that cannot be met, please let Simon know as soon as possible so he can adjust his presentation. Simon can be contacted at (612) 888-7770 or [simon@simonspeaks.com](mailto:simon@simonspeaks.com). Thank you!