



RACHAEL ROBERTSON – SPEAKER REQUIREMENTS

Rachael's presentation is visually stunning, contains video and relies on moments of quiet for maximum impact. To ensure the success of the event for your participants please ensure the following requirements are met. Please let us know well in advance if you are unable to meet any of the below specifications. Thank you in advance.

ROOM REQUIREMENTS

PROJECTOR

Please advise whether the projector is letterbox (4:3) or widescreen (16:9) so that Rachael is able to make the most of the available technology.

SOUND

Microphone: Rachael requires free movement across the stage and full use of both hands. A lapel, lavalier or headset microphone is required. Rachael brings her own headset microphone (Countryman H6) with adaptors for popular Shure and Sennheiser transmitter packs and prefers to use this when possible.

Podium / sound desk: If Rachael is using her own computer to drive the presentation there must be power (240V, securely fixed/taped), a projector input (VGA style) and an audio input (3.5mm stereo jack) at the podium.

STAGE AND LIGHTING

For the stage lighting a bright stage wash is preferred. The stage or podium should be a minimum 50cm high if in a flat room and speaking to more than 50 people to ensure everyone has a clear view of Rachael.

CATERING

Please ensure there is no food or alcohol service during the presentation or question and answer time. This includes serving and plate clearing. Please ensure the bar is not open during the presentation.

PRIOR TO AND DURING THE PRESENTATION RACHAEL REQUIRES ACCESS TO FRESH, STILL WATER.

RACHAEL WILL BRING

Backup computer – MacBookAir (2011) with power, VGA adaptor and PowerPoint 2011

Microphone – Countryman E6 headset with adaptors for popular Shure and Sennheiser transmitter packs

Remote Clicker – Kensington

Small speakers – suitable only for very intimate events (up to 20 people)

Backup memory stick – Rachael's presentation will be pre-loaded onto a Windows compatible memory stick

AUDIO/VIDEO RECORDING

The recording of the presentation is forbidden with the prior, written consent of Rachael Robertson.