



AV NEEDS

AUDIO-VISUAL:

- ✓ PowerPoint slides will be provided at least 48 hours in advance of the event and should be loaded to the conference computer system and pre-checked prior to Abhi's arrival - unless Abhi is using his own laptop.
- ✓ Abhi normally arrives one hour before his presentation for an A/V check, which must be done with attendees not in the room. However, if that cannot be accommodated, an alternative time can be arranged.
- ✓ Abhi requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and countdown clock are strongly preferred.
- ✓ It's critical to have a clear front-stage area, as Abhi will be moving around the stage for maximum audience engagement. A podium at the front of the stage (center or side) blocks your audience's view of their speakers.
- ✓ Tuck furniture at least 6 feet from the front of the stage if you absolutely can't remove it.
- ✓ To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental.
- ✓ Abhi creates his own presentation slides, avoiding event slide templates except for title and end title slides, if requested.
- ✓ Abhi prefers to use his M1 MacBook Pro Laptop with a USB-C input for presentations, connecting via an HDMI or USB-C dongle attachment to the projection system.
- ✓ Sends his PowerPoint or Canva presentation to the client 48 hours before the event for backup, ensuring it can be uploaded to the client/event venue's computer system.
- ✓ Brings a second backup of the presentation on a USB thumb drive to the event.
- ✓ Abhi's PowerPoint or Canva presentation uses a 16:9 display ratio.
- ✓ The client must provide a computer system, large screen or projector, professional audio system, and a wireless slide clicker for the presentation. Abhi will bring a backup wireless clicker to the event.



SCHEDULING & LOGISTICS:

- ✓ To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's best to schedule a break before Abhi takes stage.
- ✓ Also consider scheduling a break right after Abhi's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share their epiphanies. Plus, you get break-time conversations for people to discuss what they just learned.
- ✓ Because travel delays happen, Abhi prefers to arrive the night before. Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself. Please book a non-smoking room on a high floor with late checkout (ideally 4pm local time) guaranteed.

SLIDES & HANDOUTS:

- ✓ Please note Abhi doesn't convert his slides to anyone's templates. Templates aren't enthusiastic and Abhi's presentation slides are designed to graphically supplement his verbal content and don't mirror the words in his speech.
- ✓ Abhi's full slide deck is not available for download, or for publishing as notes or a handout. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.
- ✓ Abhi owns and retains all rights to his materials and content. They cannot be reproduced or distributed.

CONFIDENCE MONITOR:

- ✓ Abhi requests a confidence monitor setup on stage, allowing him to see both the current and upcoming slides on two distinct monitors.
 - ✓ A timer indicating the remaining time for the presentation is also preferred.
 - ✓ In cases where only one monitor is available, Abhi asks for a confidence monitor that displays the current slide facing him.
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- A decorative graphic at the bottom of the page consisting of several overlapping triangles in various shades of orange, creating a dynamic, abstract shape.



NO LARGE OBJECTS ON STAGE:

- ✓ Abhi requests a clear stage without large objects or a podium, allowing him to move freely during his presentation. If a podium is necessary, it should be positioned to the left or right side of the stage to maintain open space for movement.

RECORDINGS & PHOTOS:

- ✓ Feel free to take as many flash photos as you'd like before the talk, but please no flash during the presentation.
- ✓ You agree that Abhi and his team have the right to photograph the session, as well, and use the photos online or in print.
- ✓ If we've agreed to permit recording of the session, plan ample time to test sound pick up and to verify that the sound patch doesn't interfere with the projection-output quality (sometimes an issue).
- ✓ Unless you specifically agreed to work it out, you don't have the ability or right to record and then resell or distribute Abhi's talk.

