



## Kelly McCormick's Room and AV Requirements

### Stage Layout:

- If using a stage, please position it approximately five feet away from the audience (it gives everyone some breathing room)
- Kelly doesn't use a lectern. If a lectern is used for introductions, please place it to the side of the stage, right or left
- On stage, please provide Kelly with a bar stool, beside it a cocktail style table for notes/props, and a jug of water - no ice (unfortunately ice closes the vocal cords)

### Screen Placement:

- Place the screen on the left or right of the stage (opposite side of any lectern)
- Angle the screen so that all audience members can see it (screens placed at center stage restrict Kelly's movement...and she moves!)

### Microphone Needs:

- Please provide a wireless microphone
- First choice is a wireless headset (similar to what the singer Madonna would wear)
- Second choice is a clip-on microphone (it's not ideal as most women don't wear ties and a clip-on mic has to be pinned to the right or left of a garment which captures audio from the side it's pinned on)

### Visual Needs:

- Kelly uses PowerPoint - Microsoft 2003
- She brings her own PC laptop computer
- Please supply an LCD projector with a remote slide advancer
- If you run PowerPoint from your own computer system, Kelly can e-mail her presentation to your AV Technician in advance of the presentation (please do not reformat the slides). Kelly asks for the flexibility to do any last minute edits the night before her presentation. During the presentation, Kelly needs to be able to advance the slides herself.

### Audio and Visual Recording:

Kelly encourages audio and visual recording, with PRIOR WRITTEN AUTHORIZATION. Please contact us in advance for an authorization form. Licensing fees vary depending on the length of the presentation and intended use.