

Hugh Culver Presentations

A/V REQUIREMENT LIST

Every event venue is different and Hugh is very flexible about working with what is there. The following room set up requests and A/V needs will help to make your event as good as possible. Please contact us at 1-250-862-8482 info@hughculver.com if you have any questions.

Keynote presentations -

Getting Hugh's presentation in advance - If you require Hugh's presentation in advance please let us know as soon as possible. Hugh will travel with his laptop computer and will have his presentation also loaded on a memory stick as backup.

Audio/Visual needs -

- **Room set-up** - Hugh prefers to present to groups in rounds of 6 or 8. If this is not possible please contact our office so that Hugh can adjust his presentation.
- **LCD projector and large screen** – minimum 8ft. is preferred for good projection quality.
- **Sound pick-up from Hugh's computer** - Please provide a sound connection (mini jack) from Hugh's laptop computer to the house sound system - this is a very standard request for A/V staff. Please advise if this is not possible (for small venues, Hugh may be able to bring a small portable speaker).
- **Connections on stage/front of room** - Hugh will use his laptop throughout your presentation, it is preferable if all laptop connections (to projector, audio and power) are run to the stage/front of room. Please provide a small presenter's table.
- **Microphone** - Hugh uses wireless microphones for larger groups (over 50 people), please provide a wireless lavalier microphone (clip-on lapel type).

Workshops -

- **Room set-up** - Hugh prefers to present to groups in rounds of 6 or 8. If this is not possible please contact our office so that Hugh can adjust his presentation. Hugh's presentations are interactive and frequently involve standing and moving, an ideal room will have 50% more space than is required for the seating.
- **LCD projector and large screen** - same as above.
- **Sound pick-up from Hugh's computer** - same as above.
- **Connections on stage/front of room** - same as above.
- **Microphone** - same as above.
- **Flip Charts** - For most workshops and facilitation, a minimum of 2 flip charts is needed. Large facilitation events may require more.