

Hugh Culver Presentations

A/V REQUIREMENT LIST

Here is a basic A/V requirement list for Hugh's presentations. Please contact us at 1-800-313-0799 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.

- **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.
- **A presenter's table** with power outlets – no podium, please. A draped or skirted table that is approximately 3 feet square is ideal.
- **Sound pick-up from Hugh's computer:** For small venues, Hugh can bring a small portable speaker. For large venues or groups over 50 people, 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.
- **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** – minimum 8ft. is preferred for good projection quality.
- **A presenter's table with power outlets** – no podium, please. A draped or skirted table that is approximately 3 feet square is ideal.
- **Sound pick-up from Hugh's computer:** For small venues, Hugh can bring a small portable speaker. For large venues or groups over 50 people, 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.
- **Microphone:** Hugh uses wireless microphones for larger groups (over 50 people), please provide a wireless lavalier microphone (clip-on lapel type).
- **Flip Charts:** For most workshops and facilitation, a minimum of 2 flip charts is needed. Facilitation events may require more.