

Thanks for booking Lachie Smart for your event! We have some information to ensure we are all ready for take-off.

## **Presentation Display**

Lachie will discuss your AV setup with you in the briefing call prior to your event. He will either send you a presentation via Google Drive in advance or bring it on the day on USB. Lachie will also bring his own laptop on the day. It is an Apple MacBook Air, which can connect to video through HDMI or mini DisplayPort, and audio through a standard 3.5mm audio jack.

Please ensure you have a handheld clicker onsite for advancing slides.

## **Microphone**

Please have either a handheld or lapel microphone available for Lachie to use during his presentation. His preference is handheld for keynote presentations under one hour.

## **Testing**

Please ensure that there is an opportunity prior to his presentation for Lachie to run through slides and do an AV check to avoid any surprises.

## **Stage**

Lachie will usually walk around onstage and does not require a podium. If there are obstructions on stage or a podium, please ensure these are moved back or there is sufficient space for Lachie to move around them to avoid having items between Lachie and the audience. This is important to create a great connection!

## **Foldback Screen**

It is Lachie's preference to have at least one foldback screen / confidence monitor to ensure slides are progressing as planned.

Finally, remember it is our job to make sure your experience with your keynoter is as easy as possible. So, if you need to discuss any of the above, please let us know early so we can do what pilots do best and plan for any changes.