

A/V Requirements and Tips for Speaker Bernadette Smith

Bernadette takes her commitment to speaking to your group very seriously. She understands that you've invested a great deal of time and money into your event and would like to offer you some suggestions to make sure you receive the maximum return possible on that investment.

Bernadette's only concern is to do the best possible presentation for you so the following suggestions are the result of years of experience. For questions, please contact Rita Mays at Rita@theEqualityInstitute.com

AV Requirements

- Lavalier or over-the-ear microphone. No hand-held or podium mic.
- PowerPoint (16:9) Set-Up: screen + projector + remote + speakers + monitor.
- No podium, but a table with water, please.
- No distractions. Bernadette does not perform while the audience is eating or the wait-staff is working during the presentation.

Recording Devices Audio and/or videotaping is available with PRIOR WRITTEN AUTHORIZATION. If you're interested in recording Bernadette's presentation, please review the recording clause in her speaker agreement or contact Rita Mays at Rita@theEqualityInstitute.com

Tips & Suggestions

- To create most intimacy, Bernadette prefers theater or classroom seating in chevron style configuration. When the room is rectangular, if possible, please have the stage positioned in the center of the long wall.
- We request no distracting noise from an adjoining room, such as a band, etc. during the time Bernadette is presenting her keynote.
- Please make sure the room is well lit especially the staging area as Bernadette prefers to see the faces of the audience and interact with them!