Evelina Bereni, Psyched Productions

Psychologist & Organisational Behaviour Expert

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**AV requirements for speaker, Evelina Bereni**

* Large screen with audio required for presentation delivery
* Evelina will bring a PowerPoint presentation on a USB and hand to the organiser. Please note, due to embedded videos and music, files sizes are huge.
* Alternatively, Evelina can run the presentation directly from her Mac, plugged into your tech/ screen. She will bring all necessary connectors and an HDMI cable
* Evelina will use the available presentation clicker at the venue and bring her own as backup
* Headset or lapel microphone is preferred for the bulk of the presentation
* Please note: There may be a musical number sung by Evelina during this presentation. Please confirm with the AV team that they are able to prepare a handheld microphone (turn off the headset during the song) with adjusted EQ and reveb etc settings if possible
* It is essential that a 10-minute tech check take place at the venue to test the sound of videos, clicker, both microphones and brief AV on the flow of the keynote.
* Tech check typically takes place either a) the night prior, b) early start prior to event, or c) during the afternoon tea break if closing keynote speaker. To be discussed.

**On-stage**

* Conference stage with speaker flip screen below of slide (speaker notes view not required), to allow the speaker to move/walk freely, please remove lectern from stage if not required
* Or lectern on the stage for laptop in presenter view (secondary preference)

**Post-event**

* Evelina will present a QR code for participants to download session resources at the conclusion of the session. A link will also be provided to the organiser in case requested by participants.
* All other details and requirements to be discussed and agreed upon prior to event