



**Speaker: Andrea Holwegner**

## **Audio Visual Requirements & Room Set Up For Keynotes**

*To help make your event a success please contact Andrea in advance to discuss your event and her audiovisual and room set up requirements.*

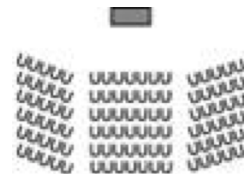
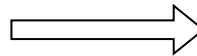
### **Audio Visual Requirements:**

- 2 Screens (as large as possible):
  - One large screen on each side of the room is preferred.
  - Preferred placement of screen is left of stage/platform if there is only one screen.
- LCD projector (NO audio is required) with a laptop/computer system to run Powerpoint.
- Wireless remote.
- Video Monitor is appreciated for large events if possible.
- A wireless lav microphone.

*Andrea will bring her Powerpoint presentation on a memory stick and also brings a wireless remote to plug into your computer system. Andrea will also bring her own laptop computer.*

### **Room Set Up:**

- Small table at the front left side of the stage/platform with access to electrical power and the LCD projector.
- Raised stage/platform if available
- Please remove any podium or lectern.
- Chevron Style seating is preferred if possible



### **Handouts:**

- Andrea will email a handout prior to the keynote for photocopying and distribution at the event.

### **Video/Audio Recording:**

- If you want to video/audio tape Andrea's keynote please contact her prior to the event to request written permission.

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