

# Speaker Andrea Holwegner



## Audio Visual Requirements & Room Set Up For Workshops & Small Group Sessions

*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:

- Screen (as large as possible).
- LCD projector (NO audio is required) with a laptop/computer system to run PowerPoint.
- Wireless remote
- Flipchart or drawing board and markers.
- 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 room for Andrea's laptop and notes.
- Table at the side or back of the room for handouts, books and resources.
- Water jugs and glasses for participants.
- Pens and notepads for participants.
- Please remove any podium or lectern.

### Handouts:

- Andrea will email a handout prior to the keynote for photocopying and distribution at the event.
- Andrea will email an introduction prior to the keynote for whoever will be introducing her at the start of the session.

### Video/Audio Recording:

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

Live **healthFULLY** + **soulFULLY**™