

Irvine Nugent & Associates, LLC

Speaker Requirement Sheet

I'm very excited to be presenting at your event. I've listed my audio/visual and logistics needs below. Please confirm that these items will be present. Additionally, please let us know if you cannot provide specific A/V equipment. Thanks in advance for your support and assistance.

Microphone:

- Wireless lapel / Lavalier

Visual Aids:

- PowerPoint LCD Projector (compatible with an Apple Macintosh Computer) with HDMI connector. I also have a VGA adapter (Apple Dongle)
- Screen

Platforms:

- Small Table (4 or 6 feet) for notes, laptop and projector.

Seating:

- Full rounds of 6 (if this is not possible, do not worry about it)

Introduction:

- Enclosed

Breaks:

- To be Determined.