

## AV Requirements for Michael Hauge Presentations

Michael is very excited to be presenting at your event. We have listed his audio/visual and logistics needs below. Please confirm that these items will be present. Let us know if you cannot provide specific A/V equipment, or if you have any questions about Michael's specific needs and requests. Thanks in advance for your support and assistance.

### **Microphone:**

Wireless lapel / Lavalier

### **Visual Aids:**

- ◆ PowerPoint LCD Projector (compatible with a MacBook Pro Computer)
- ◆ HDMI connector
- ◆ Screen
- ◆ Adequate sound system adjustable during the presentation
- ◆ Ability to adjust the room lights during film clips
- ◆ Original and copies of handouts will be provided two weeks prior to the event, then printed and distributed to participants upon arrival

### **On stage:**

- ◆ Table(s) for notes, laptop, projector, water and clock.
- ◆ A tall stool (a restaurant bar stool is ideal).

### **Audience Seating:**

Classroom or theater style; preferably NOT circular tables (unless it's a luncheon event)

### **Michael's Introduction:**

Will be provided prior to the event

**Breaks:** Will be designated by Michael, depending on the length of the presentation

### **Product Sales:**

- ◆ Michael will choose the location.
- ◆ 2-3 volunteer helpers (depending on the size of the audience) will be provided to assist with product sales. Complete instructions will be provided to them prior to the event.

### **Travel:**

- ◆ Michael prefers to book his own travel.
- ◆ Airfare, transportation to and from all airports, and per diem will be negotiated prior to confirming the event.

### **Hotel**

Please book a non-smoking room away from noise, (elevators, ice machines or busy intersections), billed on your master bill.