AV Requirements

Barbara Khozam, CSP, AS, CPXP

A great session starts before Barbara says a word. Here is everything she needs to make your event run smoothly. Questions? Email Barbara@BarbaraKhozam.com or call 619.572.1117.

IN-PERSON EVENTS

Microphone	Wireless lavalier or headset microphone with fresh batteries. A handheld wireless microphone as backup, if possible.
Laptop connection	An HDMI connection at the front of the room so Barbara can run her presentation from her own laptop.
Audio	Barbara plays music from her laptop throughout her programs. Please provide a 3.5mm (headphone jack) audio cable connected to the sound system.
Projector and screen	A projector and screen sized for the room. Prefer to run slides from your computer? Email Barbara and she will send the presentation in advance.
Confidence monitor	A screen facing the stage that shows the slides, if available.
Stage	Please keep the front of the stage clear of tables, lecterns, and other obstacles so Barbara can connect with the audience.
Water	Two bottles of water on or near the stage.
Tech check	Barbara arrives one hour before her session for a sound and slide check. Please have an AV contact in the room for the first five minutes of the session.

VIRTUAL EVENTS

Platform access	Please send the platform link and presenter access at least one week before the event.
Tech rehearsal	A 15-minute tech check with your producer before event day.
Slides	Let Barbara know whether she will share her own screen or your producer will run the slides.
Engagement	Barbara involves the audience. Please confirm whether chat and polls will be turned on.

Set the Room for Success

Light the room. Keep the stage and the audience well lit. A dark room puts people to sleep.

Keep it cool. A warm room makes people drowsy. Have someone from the venue nearby to adjust the temperature once the room fills up.

Close the gap. Keep the first row 4 to 7 feet from the stage. Distance kills connection.

Fill the seats. Set chairs for your expected attendance, not more. A full room raises the energy. Rows of empty chairs drain it.

Sound matters. A dedicated sound system usually beats the house system. Keep spare AA and 9V batteries for wireless microphones.

Go big for big rooms. For audiences over 500, use image magnification (IMAG) screens so everyone can see the speaker.