

Gihan Perera – Audio-Visual Checklist Large Groups (e.g. Keynote/Plenary Sessions)

Gihan wants to keep things as simple as possible for your AV team and event team to ensure a smooth, reliable AV experience on the day. Gihan is flexible, and can accommodate most room layouts, so please feel free to discuss.

- PowerPoint Presentation:** Gihan will bring his presentation slide deck (with all video and audio embedded) on USB for the AV team to load onto their laptop. Gihan can then use your provided clicker to control the slides.*
- Microphone:** Please provide a lapel mic or headset mic for Gihan, so he can walk around and have both hands free.
- Lectern:** Gihan does NOT speak from the lectern, so a lectern is not required. But if there is one, that's OK.
- Foldback Monitor:** If this is available, it would be useful (but not essential) if it can show the presentation in Presenter View.

** Note: For intellectual property and image licensing reasons, the presentation slide deck is only for use during Gihan's presentation, and is not to be shared in any form. Please ensure all copies are deleted after the event.*

Thanks for your help!

Gihan

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