

James Castrission - **WORKSHOPS**

AV Stage Room Requirements

Overview:

Cas' workshops are high energy sessions where delegates are constantly moving around the room.

The preference for workshops is that the room is set Cabaret style (however this is not critical).

To ensure the audiovisual arrangements seamlessly complement the overall session, Cas will bring his own:

- **Apple Macbook Pro** laptop to play presentation as the file is large (5gb).
- **Backup laptop** with presentation pre-loaded
- Necessary **adapters** (VGA, DVI and HDMI to Mac connectors)
- **USB forwarder** (to advance slides)

Workshop Requirements:



Digital Projector
or large screens



Speaker system
(3.5mm or USB)



1 x lapel or headset
microphones



2 x bottles of
still water



Easels + Flip charts



Notepad and pens
for each

Additional Notes:

- Cas' presentation has been designed to be 16x9 or 1920x1080, but works in a 4:3 ratio.
- Once MC begins introducing Cas, AV team please switch to Cas keynote holding page immediately.
- AV team to darken room for all videos
- For large audience, roving microphone for Q&A
- Stage preferences:
 - Cas walks around stage and prefers minimal items (such as chairs, tables, banners etc) on stage. Lectern is OK.
 - Stage lighting: ensure entire stage is lit and there is minimal lighting bleed onto screens.
- Keynote: Dark lighting for audience
- Workshop: Room lighting up

Cas is committed to making your event a memorable & positive experience. He's always available to discuss these requirements with the AV team or events organiser. Cas' phone number: +61 402 904 334