



## Michael Licenblat – Audio-Visual Checklist Large Groups (e.g. Keynote/Plenary Sessions)

These specifications are given as a guideline to help you plan your event. Michael is flexible, and can accommodate most room layouts, so please feel free to discuss.

- **Lapel microphone:** Please provide a lapel mic or headset mic for Michael, so he can walk around and have both hands free.
- **Writing board:** A flip chart with paper or a white board.
- **Data Projector:** Please be set up for PowerPoint. Michael can provide the slides via USB or he can supply the laptop.
- **Remote control:** A hand held remote control to change PowerPoint slides.
- **Small table:** This can be a side table or bar table so that Michael can place few items

Thanks for your help!

Michael Licenblat

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