APPENDIX A
A/V REQUIREMENTS
ARCHIE MESSERSMITH-BUNTING

All Programs
Program Time: Approximately 1 Hour

In-Person Event A/V Requirements

Sponsor agrees to provide all of the following audio-visual requirements for the Speaker:
- Handheld Microphone preferred
- An additional microphone on a stand for audience Q&A
- LCD projector with screen
- Wireless internet access
- Power from an extension cord
- Mac compatible setup
- A bottle of water would be appreciated not required

Presenter will bring:
- Personal Laptop with HDMI video connection
- Presentation remote

Hybrid Event A/V Requirements

If the event the program is being presented by the speaker to both an in-person audience and a virtual audience, the CAMPUSPEAK agrees to provide the following:
- Virtual Presentation Platform via CAMPUSPEAK Zoom
- A Virtual Event Manager to assist manage the virtual event

The Sponsor Agrees to Provide
- Portable Laptop or Computer with internet access
- External Camera that can be connected to the Sponsor's Portable Laptop or Computer
- Power from an extension cord
- External Microphone that can be connected to the Sponsor's Portable Laptop or Computer for presentation audio.
- Dedicated individual to moderate any virtual questions that arrive via Zoom chat

Questions?

Contact the CAMPUSPEAK at info@campuspeak.com or 1-844-745-8570

Updated 6.24.2023

CAMPUSPEAK