

APPENDIX A - A/V REQUIREMENTS

AUSTIN ARIAS

All In-Person Programs - The Sponsor agrees to provide all the following audio-visual requirements for the Speaker:

- **Microphone for Speaker** - (1) Clip-on lapel/lavalier or ear set/headset microphone preferred; if unavailable, wireless handheld microphone
- **Microphone for Audience** - (1) Wireless handheld microphone; on a stand in the audience for interactivity and Q&A
- **Video Projector and Screen** - HDMI connection. The screen should be visible to all in the audience.
- **Audio Output** - Connection to the house sound system to play audio/music from the presenter's laptop via HDMI or AUX input.
- **Wireless internet access** - 1 guest login
- **Podium or small table** - for laptop and bottle of water; off to the side of stage so laptop is visible within sight from where speaker will be standing on stage
- **Power** - for laptop; accessible from an extension cord

The presenter will bring:

- Personal Laptop with HDMI video connection
- Presentation remote

Hybrid Event (In-Person and Virtually on Zoom at the same time)

Additional audio-visual requirements for the Sponsor:

- Computer with Internet Access
 - Suggested hardwired access versus WIFI
- An external camera with a minimum 1080p resolution that can connect to the laptop
- An external Bluetooth enabled microphone that can connect to the laptop
- Power from an extension cord

CAMPUSPEAK will provide:

- The password protected link to the CAMPUSPEAK Zoom platform for the virtual event
- A Virtual Event Manager

Updated 5.15.2026

The sponsor may consider hiring an outside company to manage the a/v setup for the virtual component of the Hybrid event; but the event shall still be presented & managed from the CAMPUSPEAK platform.

Questions?

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

Updated 5.15.2026