

APPENDIX A | A/V REQUIREMENTS

DR. LORI BEDNARCHIK

All In-Person Programs

The Sponsor agrees to provide all the following audio-visual requirements for the Speaker:

- Wireless microphone - Lapel/Lavalier Preferred
- Video Projector & Screen (HDMI)
- Power from an extension cord
- A bottle of water would be appreciated not required

The presenter will bring:

- Personal Laptop with HDMI/VGA video connection
- Presentation remote

Audience Response Cards

For programs with **1,000 or more attendees**, the Sponsor will provide one set of audience response cards for each attendee. Cards should be prepared and distributed prior to the start of the program.

- **Am I Being Clear?** — one red, one yellow, and one green card per attendee
- **Wanna Make Out?** — one red, one yellow, and one green card per attendee
- **Is This Healthy or Harmful?** — one red, one orange, and one green card per attendee

Cards are made from standard 8.5" × 11" colored copy paper cut into four equal pieces. **No printing is required.** One 500-sheet ream of each required color will produce 2,000 audience response cards of that color.

Then, you could drop this into the **pre-event email**:

Audience Response Cards

This program includes interactive activities that use colored audience response cards. For audiences of **1,000 or more**, the Sponsor is responsible for preparing one set of cards for each attendee.

Card colors for your program:

Am I Being Clear? and *Wanna Make Out?*: red, yellow, and green

Is This Healthy or Harmful?: red, orange, and green

How to prepare the cards:

Use standard 8.5" × 11" colored copy paper. No printing is required. Cut each sheet into four equal quarter-sheets. Each attendee needs one card of each of the three colors.

One 500-sheet ream of each color makes 2,000 cards per color, which is enough for 2,000 attendees.

Please have the cards cut, sorted into sets of three, and ready to distribute to attendees before the program begins. Your campus print shop may be able to cut the paper in bulk; student volunteers can then sort the cards into sets.

Updated 8.17.2026

If you have questions about the cards or quantities needed for your audience size, please let us know.

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

Additional audio-visual requirements for the Sponsor:

- Computer with Internet Access
 - o 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

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 will shall still be presented & managed from the CAMPUSPEAK platform.

Questions?

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

Updated 8.17.2026