

APPENDIX A | A/V REQUIREMENTS

ARCHIE MESSERSMITH-BUNTING

All In-Person 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
- Confidence monitor that shows the slides being projected
- 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

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

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