

# APPENDIX A

## A/V REQUIREMENTS

ALEXA CARLIN

All Programs

Program Time: Approximately 60 Minutes

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

- Additional microphone on stand in audience for Q&A
- LCD projector with screen
- Ability to play sound from computer (3.5 mm audio connection)
- Wireless internet access
- Power from an extension cord
- A bottle of water would be appreciated

Presenter will bring:

- Personal Laptop with HDMI video connection
- Presentation remote

Contact Alexa at [carlin@campuspeak.com](mailto:carlin@campuspeak.com)  
or contact the CAMPUSPEAK office at 1 (844) 745-8570.

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