



# ONSITE AV REQUIREMENTS

## THE EQUIPMENT YOU WILL NEED FOR DrStem

### **1** LAVALIERE MICROPHONE

A lavalier microphone clips to the lapel or fits around the neck. A wireless lavalier is preferred; however, one with a cord is satisfactory. Please make sure that the cord has sufficient length for DrStem to walk from side to side on the stage.

### **2** MICROPHONES FOR INTRODUCTION

The person who introduces DrStem will need a separate microphone.

### **3** STAGE

Please provide an elevated stage so audience members can see DrStem clearly. DrStem needs a minimum of 12 feet in stage length.

### **4** POWERPOINT PRESENTATION

DrStem will bring her PowerPoint presentation on a USB flash drive. Please make sure that the screen is large enough for everyone in the audience to see. If you do not have rear projection, please place the screen off to the side of the stage so the projector does not block the view of the audience.

### **5** AUDIENCE SEATING

DrStem requests that the audience is seated as close to her as possible. Theater style is preferred. If DrStem is speaking following a meal, please make sure that the meal servers are not picking up dishes or pouring coffee during her presentation. This can be distracting for the audience.

### **6** QUESTIONS?

If you have questions regarding DrStem's audio-video needs or the room set-up, please contact her at: [drstem14@gmail.com](mailto:drstem14@gmail.com)