AMY ELIZA WONG

AV Requirements

Computer, Projector, and Screen

Primary Setup

Amy will run her PowerPoint presentation from her MacBook with HDMI output (no adapter needed). The presentation is 16:9 in aspect ratio. Production can use Amy's MacBook or their own Mac (if PowerPoint is installed and the fonts and layout have been confirmed to display properly).

PowerPoint cannot be converted on-site (e.g., to Keynote), as custom fonts and animations may not transfer properly.

Optional Backup

Please provide a backup MacBook (highly preferred) or a Windows 10+ laptop loaded with PowerPoint 2018 (or later). This ensures continuity if Amy's primary device has any issues.

Slide Remote

Amy will bring a wireless remote to advance her slides. The remote receiver must be within 50 feet of Amy's laptop to function reliably. If the laptop cannot be placed on the podium or within 50 feet of Amy, please provide an alternate remote-control system (such as Perfect Cue) to ensure consistent slide advancement.

ISO Recording / IMAG

If the event is being recorded or using IMAG (Image Magnification), please ensure an isolated (ISO) recording of the stage so Amy's presentation (including both video and audio) is captured cleanly.

If using IMAG, work with Amy to determine the best way to display slides rather than live video (e.g., picture-in-picture, split screens, or cutting back and forth).

Confidence Monitor

If possible, provide a confidence monitor (downstage monitor) so Amy can see her current slide, next slide, and/or presenter notes (PowerPoint Presenter View). If a confidence monitor is not possible, please notify Amy's team so she can plan accordingly.

Stage Clock

Please provide a large digital clock with illuminated numerals at the foot of the stage, beside the confidence monitor, showing the current time. This allows Amy to keep her presentation on schedule.

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AV Requirements

Seating and Stage Setup

1. **Front Seating:** Keep the front seating/tables as close to the stage as possible and fill these first (approximately six feet away is ideal). This helps keep the audience focused on the presentation.

2. **Podium:** If a podium is provided, place it on one side of the stage so it does not obstruct sightlines.

3. **Water on Stage:** Please have a bottle of water at or near the podium, plus two additional bottles (or cups) on standby for Amy during her presentation.

Lighting

1. **Bright Stage Wash:** A bright, even wash on the front of the room keeps focus on Amy, who may move around the stage or into the audience.

2. **For larger groups (>500):** A spotlight or lighting tree is highly recommended. Aim for a general wash of the front of the stage; audiences stay more alert under brighter lighting.

3. **Screens vs. House Lights:** Dim the lighting over or near the screens to keep the slides clear, but keep the house lights up to ensure Amy and the audience remain well-lit.

   – If embedded videos need extra clarity, a slight dimming is fine as long as Amy remains visible.

Microphone and Audio

Amy requires a wireless lavalier or Countryman-style microphone. Please have wireless handheld microphones with runners if Amy does audience Q&A (or place microphones on stands in the audience).

Audio and Video System Testing

Amy would like to meet with the production team at least 30 minutes before her presentation for setup, sound check, and a final run-through. During this time, confirm that PowerPoint Presenter View is functioning on any confidence monitors, that screens display correctly, and that the ISO recording is set up.

Internet Access Not Required

Amy's presentation is self-contained and does not require internet connectivity.

Thank you—Amy and her team look forward to a successful event!