

## AUDIOVISUAL

### Microphone

- Wireless Lavalier microphone with fresh batteries hooked into the sound system
- Back-up microphone

### Projection

- LCD Projector for the PowerPoint slides (explained below)
- Large Screen – As large as the room will allow for videos (also explained below)

### Video

Scott's presentation begins and ends with short video clips. We will share those files and two (2) PowerPoint slides you may find useful via Dropbox. We will also email you Scott's official Speaker Introduction. Scott will bring the video files on a thumb drive and a hard copy Introduction with him as a backup. We appreciate your help in getting the videos played and would like to schedule an AV check before he speaks to make sure all runs smoothly.

### Stage & Room Setup

- Scott needs to be on a stage or riser high enough off the ground for your group to see him – he presents in a wheelchair.
- The access ramp should be stage left or right - NOT center stage.  

NOTE – PLEASE...NO RAILINGS ON THE RAMP; if a railing is needed for insurance purposes, Scott is happy to sign any waiver and take full responsibility.
- Scott likes to move around a lot – the stage should be as large as the front of the room can handle. 12' across minimum is appreciated; 25' across is great.
- The front row should be as close to the stage as possible – since Scott is on a riser and in a chair, this will help with audience connection.

### NOTE: Video- or Audiotaping Scott's Presentations

Scott Burrows is happy to have his presentation video- or audiotaped for internal and non-commercial use. Written permission must be acquired from Scott's management team prior to the event. Copyright and intellectual property rights of the recorded session belong solely to Scott Burrows. In lieu of payment for the use of his copyrighted material, Scott requires a MiniDV or DV-Cam of the video recording and/or a DAT of the audio recording.