

# Presenter Technology Requirements Questionnaire

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Name:

Room:

Time Slot:

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## Video/Presentation

### Do You Plan to Bring Your Own Laptop or Device?

Yes

No

### If So, What Type?

### Where Would You Like the Laptop or Device to Be Setup?

Podium

Tech Table

Other, Please Specify:

### Do You Require a Wireless Slide Advancer?

Yes

No

### Do You Require a Confidence Monitor?

*To Display Presentation Notes/Content to You While on Stage*

Yes

No

### Does Your Presentation Contain Videos or Music?

Music

Video

Both

Neither

### Do You Require a Split-Screen at Any Point During Your Presentation?

*i.e. To Show a Demo and Your Presentation at The Same Time?*

Yes

No

### Do You Have a Screen Format Preference?

No

16:9

4:3

Other, Please Specify:

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## Audio

**What Type of Microphone Do You Prefer?**

Podium

Lav

Head Worn

Wireless Handheld

**Will You Be Conducting a Question & Answer Session?**

Yes

No

Not Sure

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## Stage Setup

**Do You Require Any Special Stage Setup?**

*i.e. Open Stage, Tall Chairs, etc.*

**Please Specify:**

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## Lighting

**Do You Require Any Special Lighting Cues During Your Presentation?**

*i.e. Certain Colors or Effects, Stage Wash, Etc.*

**Please Specify:**

# Notes