Cathryn Patterson | DE&I

AUDIO / VIDEO REQUIREMENT

Computer, Projector, and Screen:

- Cathryn's presentation is in Powerpoint software with several embedded videos using a 16:9 display ratio. She will deliver the slides ahead of her presentation and have a copy on her own laptop that can be connected to via HDMI.

- The larger the screen and the higher the quality of the projector, the better. Cathryn projects 40-70 slides throughout her presentation. Ideally, screens are on either side (both sides) of the stage or playback can be projected in a manner to be seen by the entire audience.

- Because Cathryn advances through a larger number of slides quickly, if production is using IMAG to cut between Cathryn and the slides, we suggest a few options:

    - Picture in picture(shrink IMAG into the corner of Cathryn's slides).

    - Split the screens (one or twos screens projecting IMAG one or two screens projecting slides).

    - If production would prefer to cut back and forth, Cathryn can meet with production during the A/V check and indicate which slides can cut to IMAG.

    - Don't use IMAG if the room isn't too large.

Microphone and Audio:

- Cathryn requires a wireless lavaliere or countryman microphone.

- If using Cathryn's computer, please run sound through an AUX cable, not HDMI. Cathryn may control the volume via his wireless clicker which is only possible if the sound runs from her computer using an AUX cable.

- Speakers/audio should be high-quality so that the entire audience can hear video clips.

- Please have wireless microphones with runners for the interactive portion of the keynote. Microphones can also be placed on stands throughout the crowd.

Confidence Monitor:

- If possible, please have a confidence monitor that can display Cathryn's Keynote presentation in 'Presenter Mode' (current and next slide) and can also display her notes.

- If a confidence monitor is not possible, Cathryn prefers to have her computer on the podium on stage. If this interferes with the presenter speaking before her (or there is no podium) please have a small round high-top table for Cathryn's computer. HDMI cable, AUX cable, and power outlet should run to the computer on stage.

Stage:

- If there is a podium, please position it to one side of the stage.

Lighting:

- Stage lights are encouraged. The room should be dark so that the projected keynote is vivid on the screen(s).

- Please dim the lights when Cathryn plays videos.

Beverage:

- Please have three (3) bottles of water or cups of water available to Cathryn while on stage.

Audio and Video System Testing:

- Cathryn would like to meet with the production team at least 45 minutes prior to the presentation for setup and sound check. Cathryn prefers to check staging and sound and have 20 minutes of quiet time before her keynote.

Internet Access Not Required:

- The entire presentation is self-contained and does NOT require Internet access.

Thank you so much, we look forward to working with you!