

Simple, professional, and audience-first.

Please review these requirements with your AV team a minimum of two weeks before the event.

Audio

Wireless lavalier or over-ear microphone. A handheld backup should be available. Complete a five-minute soundcheck approximately 30 minutes before the program.

Visuals and display

16:9 widescreen projection or LED wall, with presentation slides pre-loaded and tested. A confidence monitor should be visible from the stage.

Stage and environment

Clear stage movement area, water within reach, and a view of the audience whenever the room format allows.

Timing and program

Confirm keynote length, Q&A; format, transitions, introductions, and any moderated conversation before event day.

Travel and logistics

Coordinate travel, ground transportation, lodging, onsite contact, venue access, and final call times with Kristin's team.

Production contact

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