



John O'Leary: Speech Requirements

To ensure John O'Leary's presentation is a success, we require the following:

Technology:

1. LCD projector for PowerPoint Presentation
2. Screen and/or Large, White Blank Wall
3. Powersource and/or Extension Cord
4. Lavalier Microphone
5. Water: John would appreciate it if there could be a cold glass and/or a bottle water available to him on the podium/stage.

John will bring the presentation on his personal laptop* and/or on a flashdrive.

John has a MAC Book Pro laptop. However, he utilizes Windows for Mac. His presentation will be in PowerPoint format, 16:9 ratio.

Volunteer:

John typically travels alone, so it is greatly appreciated if a volunteer could be assigned to assist him during his time with you. Expectations of the volunteer include:

- Distribute and re-collect handouts to audience. **This entails placing a handout on or under each chair and/or placing the appropriate amount of handouts in the middle of each table.*
- Assisting John with product sales (books/dvds). **This entails collecting the appropriate fee, distributing product, and providing the attendee with the receipt.*

Questions:

Please contact:

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