

## Set up Requirements for Mark DeVolder- 2018

Checklist - Please provide the following:

- Small floor fan on stage near the podium
- Room Temperature- 68 degrees Fahrenheit / 20 degrees Celsius before people are in the ballroom.
- Podium on stage
- Wireless, clip-on microphone or headset
- Handheld microphone for audience interaction
- Wireless remote clicker
- Count-down timer
- Apple Mac Laptop- running Mac Keynote (version 8.1 (5683))
- Confidence Monitor visible from stage and placed at center stage
- Confidence Monitor displaying Presenter Notes
- Projection screen
- Computer projection system and cables
- Sound system and speakers for audio and video
- AV technicians on site to set up and monitor the presentation
- Glass of ice water