



### **Ed Robinson's Audio-Visual Requirements for Presentations with PowerPoint & Handouts**

- One portable/moveable set of steps from the front of the platform (to be used for Ed to move easily from the stage into the audience)
- One small table on stage on the front of the stage, off-center, to hold a prop
- One lavalier microphone
- One hand-held wireless/cordless microphone (to be used when Ed goes into the audience and when Ed brings participants to the stage)
- One mini jack (to allow for Ed to plug into the sound system with his iPod or lap top and use it on stage)
- One screen for PowerPoint presentation
- Ed will bring his lap top plus a thumb drive with his slides loaded
- The meeting room should be fully lit.