

AV REQUIREMENTS - Dr. Shawn Andrews

COMPUTER, PROJECTORS, AND DISPLAYS

Dr. Andrews presents using her own Microsoft Surface Book laptop running the latest MS 365 apps for business, including PowerPoint. She can also present on your laptop using a jump drive.

If not providing a professional audio system, please provide an LCD projector that Shawn can connect her laptop to. She will bring a laptop adapter that is compatible with any HDMI or VGA projector.

She presents using a 16:9 display ratio and will bring her own PowerPoint advancer/clicker. If you have a preferred advancer/clicker that is compatible with your AV system, she is happy to use that.

MICROPHONE

Shawn requires a wireless lavalier microphone connected to a professional audio system.

AUDIO

Audio can be output from Shawn's Microsoft Surface Book via the USB ports or a standard 3.5mm analogue headphone jack.

AV TESTING / SOUNDCHECK

If virtual, Shawn is willing to have a tech check Zoom call the week before or week of her presentation. If in-person, Shawn requests an AV check no fewer than 30 minutes before taking the stage.

CONFIDENCE MONITORS

Shawn prefers at least one confidence monitor, if possible.

NO PODIUM

Shawn prefers no podium on stage. If one must be present, it needs to be pushed back so she may walk in front of it unencumbered.

NO INTERNET ACCESS

All videos, audio and content are embedded in the presentation, if applicable. Therefore, no internet access is necessary.

BEVERAGE

Please have a bottle of water available to Shawn while on stage.