

Having the proper A/V setup is a critical component in creating an effective presentation for your audience. Please pass this information along to your A/V team so they can be prepared to support Ted Ma as your speaker:

## WHAT TED WILL BRING

- PC laptop using Powerpoint (Dell XPS 13)
- HDMI adaptors to connect to his laptop
- Wireless presentation remote (Logitech R800)

## WHAT TED NEEDS

- Wireless lavalier microphone. If an over the ear microphone is being used, please make sure it is a double-loop (goes over both ears)
- Wireless handheld microphone for an on-stage audience exercise
- HDMI cables to connect to his laptop to the projector and the confidence/downstage monitor
- 3.5mm (1/8") cable to run audio out from his laptop
  - Note: Ted does use videos with sound in his PowerPoint
- Power outlet for his laptop
- Confidence/downstage monitor (if possible)
  - If a confidence/downstage monitor is not available, please have a small round table (high top table is preferred) set up within 5 feet of the front of the stage where Ted can see his laptop
- If front projection is being used, set the projector screens off to the side of the stage (see below for further details)
- A place for Ted to set a small bag of props. This could be either a lectern/podium or a small round table on stage



## ROOM SETUP TIPS & REQUESTS

The following suggestions are important, both for the effectiveness of Ted's presentation and for the overall success of the event. Please take these tips into consideration when planning your event:

- Please email us a room diagram including stage dimensions if one is available.
- The distance from the first row of seats/tables to the stage should be 10 feet or less. This helps avoid the "energy abyss" that occurs when there is a large gap between the stage and the first row of audience members.
- If a lectern/podium is being used for introductions or other presenters, please remove it when possible. If it needs to be on stage, please set it several feet back from the front of the stage to allow Ted to move in front of it during his presentation (he moves around a lot).
- If front projection is being used, the projector should not be positioned in front of the center of the stage. This forces Ted to do his entire presentation on one side of the room to not to block the audience's view of the screen. It's far better to position the screen off to one side so it can be seen by the entire audience as Ted walks the front of the stage or room.
- Ted is a high-energy speaker who loves to connect with his audience. He moves around the stage and often moves out into the audience. Please make sure to prepare for this to prevent any audio feedback loops.
- Do not over-set the room. If you are planning on 200 people, set the room for 200 (or fewer). It is better to have every seat taken than large empty spots throughout the audience and an empty front row.



# A/V REQUIREMENTS

- The ideal stage/riser height for audiences of up to 200 people is 6"-12". For audiences of more than 200 people, 12"-24" in height is appropriate.
- If the screen has any other ratio than 16:9 (widescreen), please notify us at least 2 weeks ahead of time so we can make adjustments.

If you have any questions, please contact Ted directly: (510) 815-1894 or [ted@realtedma.com](mailto:ted@realtedma.com)

