



Ted Ma Logistics & A/V Needs

Setting the stage for success: creating a successful event is in the details. We appreciate your help with the following logistics so we can create a memorable event for your audience!

Logistics:

Hotel Arrangements	Please send us the confirmation # for his hotel reservation based on the details outlined in our contract.
Room Diagram	Please email us a room diagram including stage dimensions if one is available.
Agenda	Please email us a copy of the agenda once it is finalized.
Social Media Info	Please tag Ted in any relevant posts/photos on social media: @realtedma
Arrival On-Site	Ted will arrive on-site 30 minutes before his speaking time, unless otherwise requested.
Introduction	Please print the introduction and outro from this page and have the introducer read them verbatim.
Book Signing	If book signing is part of our contract, please provide a cocktail table with a chair, tablecloth, post-it notes, and pens. For larger events, provide a staff member to help manage the line for the duration of the book signing.
Videographer & Photographer	If you are using a professional videographer and/or photographer, please connect us via email before the event so we can collaborate.

Room Setup & A/V Requirements:

Tech Check	Please provide a time when Ted can meet with the A/V team before he speaks to test the sound, go through the presentation, and ensure everything is working properly. The day before works best when it is possible.
Presentation	Ted will bring his PC laptop and slide advancer for his presentation. His slides are optimized for a 16:9 display. Some of his slides have audio built in (no video).
Connections	Please provide HDMI cables and a power outlet for Ted's laptop. If needed for his audio, provide a 3.5mm cable.
Speaker Mic	Ted prefers a wireless lavalier mic. If an over-the-ear mic is being used, please make sure it is a <u>double loop</u> (goes over both ears).
Audience Mic & High-Top Table	Ted frequently asks an audience member to join him on stage for an interactive exercise and will need a wireless handheld mic. He also likes to give away books, so please provide a high-top table near the stage.
Downstage Monitor	Ted prefers to see his PowerPoint slides and notes in "Presenter view" from the stage. Please provide a downstage/confidence monitor. If that isn't possible, Ted can use the high-top table near the stage to see his laptop.
Lectern/Podium	Ted moves around a lot on stage. Please remove the lectern/podium from the stage or move it to the back corner so it won't block the audience's view.
Wi-Fi Connection	Ted frequently uses live polling in his presentations and will need access to a reliable Wi-Fi connection to run the software.