

Event Audio Visual Needs

All In-Person Programs

The Sponsor agrees to provide all the following audio-visual requirements for the Speaker:

- Wireless microphone – Lapel/Lavalier Preferred
- Video Projector & Screen (HDMI)
- Ability to play sound from the computer (3.5 mm audio connection)
- Wireless internet access
- Power from an extension cord
- A bottle of water would be appreciated not required

The presenter will bring:

- Personal Laptop with HDMI/VGA video connection
- Presentation remote

Hybrid Event (In-Person and Virtually on Zoom at the same time)

Additional audio-visual requirements for the Sponsor:

- Computer with Internet Access
- Suggested hardwired access versus WIFI
- An external camera with a minimum 1080p resolution that can connect to the laptop
- An external Bluetooth enabled microphone that can connect to the laptop
- Power from an extension cord

Fleming Research International will provide:

- The password protected link to the Fleming Research International Zoom platform for the virtual event
- A Virtual Event Manager

The sponsor may consider hiring an outside company to manage the a/v setup for the virtual component of the Hybrid event; but the event will shall still be presented & managed from the Fleming Research International platform.

Questions?

Contact the Fleming Research International office at Ruth@kevinjfleming.com