

# Michelle Tillis Lederman

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## AUDIO VISUAL / SET UP PREFERENCES

To help ensure that Michelle's program meets your expectations and fully engages your audience, please review the information below and let us know if there are any challenges. Michelle is flexible and will work with you to maximize the effectiveness of your event.

**For your audience's best experience, please have the following equipment available:**

- **A/V: LCD Projector and laptop computer or other means to project PowerPoint slides**
- **MICROPHONE: Wireless lavalier microphone**
- **STAGE: No podium on the stage. Small table for water on the stage**

### LCD PROJECTOR, COMPUTER & EQUIPMENT

Michelle has found it easiest to use the client's equipment; laptop, wireless slide advancer, and projector. She will provide the presentation in advance to be preloaded and will arrive early to do a technical run through and sound check.

### MICROPHONE

Michelle prefers to use a wireless lavalier microphone for both keynote presentations and breakout sessions. She enjoys being able to move around freely so she can interact personally with your group. If a lavalier microphone is not available, a wireless handheld is the preferred back up option. For audiences of less than 20 people, no microphone is required.

### SCREEN PLACEMENT & SCREEN SIZE

If possible, the screen should not be positioned in the center of the room directly behind Michelle as this results in the audience's view being blocked as Michelle walks the front of the stage area. Michelle's slides are designed in wide screen format; in the 16:9 ratio.

### PLATFORM/RISER/STAGE

Your audience will benefit from Michelle being more visible on a raised platform due to her petite stature. Being elevated makes it much easier for everyone to see and enjoy her presentation. Michelle is engaging and does not speak from behind a lectern. If it is necessary for a lectern to be on the stage for other parts of the program, please have it set to the back of the stage during Michelle's presentation if possible. A small table, waist or knee height (not a high top), for water and her giveaway bag on the stage is all that is needed.

### RECORDING OF PRESENTATION

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. If recorded, Michelle requires you provide a copy of her segment within two weeks.

### PRE-PROGRAM QUESTIONNAIRE/INFORMATION

Please complete the **Pre-Program Questionnaire** at [www.MichelleTillisLederman.com](http://www.MichelleTillisLederman.com). This will enable Michelle to customize the program to meet your specific audience objectives. If available, please send a copy of the event program guide for this event.

**Thank you for enabling Michelle to create the best experience for your participants!**