**AUDIOVISUAL REQUIREMENTS FOR LAURA PUTNAM**

* Lavaliere microphone
* LCD projector and screen
* Speaker presents from her own Mac laptop (will supply all necessary adaptors to plug into other systems)
* Presentation requires sound to be connected to speaker’s laptop
* Slide deck exclusively uses Motion Infusion template in Keynote, not PowerPoint
* Slide deck is composed primarily of images and therefore is not sent to client in advance. However, during the presentation, participants will be provided with the information necessary to request a modified PDF version of the slides.
* If applicable, client will provide presentation materials, such as flipcharts and markers, and will be responsible for printing of handouts and learning materials