



AV Requirements

Computer, Projector, and Displays

Shawn provides his own Apple MacBook Pro (14" running MacOS Sonoma).

To ensure the best audience experience, please review the checklist below and share it with your meeting planner and AV contact. If any of these requests present challenges, contact us in advance so adjustments can be made.

✓ **Microphone:**

The client is responsible for providing the room setup and all necessary audiovisual equipment, including a wireless lavalier microphone.

✓ **AV Test / Soundcheck:**

Shawn and the client will meet at least 60 minutes prior to the event for an AV and soundcheck, unless otherwise agreed. During this time, Shawn will also connect with the person introducing him. An introduction script will be provided in advance.

✓ **No Podium:**

Shawn does not use a podium during his presentation. Please remove podiums, chairs, stools, or stands from the stage, unless one is needed to hold his laptop based on the stage setup.

✓ **Meals and Presentations:**

If the keynote is scheduled during a meal, it is preferred that dining concludes and tables are cleared before the presentation begins.

✓ **Audience Seating:**

Shawn's presentations are interactive and engaging. For the best experience, please encourage attendees to fill the seats near the front of the room.