

# A/V REQUIREMENT LIST for Dr. David Ricketts Presentations

Dr. Ricketts will work with the event planner to best configure the room and A/V for his keynote. The following room set up requests and A/V needs will help to make your event as good as possible. Please contact us at [sarah@drdavidricketts.com](mailto:sarah@drdavidricketts.com) if you have any questions.

## Keynote Presentations

1. **Visuals:** Dr. Ricketts uses extensive visuals in his presentation. These are both as slides on a projected screen and also hand-held demonstrations. As such both a projector and a well lit area is needed for the presentation. Dr. Ricketts does not speak behind a podium unless the room is limited to only a podium. An area on stage or floor is needed for the presentation.
2. **Video playback capabilities:** Dr. Ricketts uses a PC and will require audio from his laptop to the house sound system using an HDMI connection or 3.5 mm sound connection.
3. **LCD projector and large screen.** Minimum 8ft is preferred for good projection quality.
4. **Microphones:** Dr. Ricketts uses a lavalier microphone (clip-on lapel type) or a headset microphone, which should be provided by the venue. He also requires 1-2 handheld mics for the audience during the breakout sessions
5. **Sound Check:** A sound check is requested prior to speaking and can be arranged during a break or after/before the event. The sound check should include a PC video sound check also.
6. **Presentation run from Dr. Ricketts laptop:** Dr. Ricketts will use his laptop throughout your presentation; it is preferable if all laptop connections (power, VGA connector, and sound pick up) are run to the stage. Please provide a small presenter's table or podium to hold the laptop. This is to ensure that all videos and visuals run properly. In cases of very large events Dr. Ricketts can provide a copy of his presentation on a USB (usually 1GB file size). Some event PCs are not equipped to handle the visuals, so a complete slide and video check is needed.
7. **Room Set Up - keynote:** Any presentation is appropriate, including theater style, workshop style or classroom style.
8. **Stage Set Up:** Dr. Ricketts uses handheld demonstrations and walks the entire stage during his presentation, (he does not stand behind a podium), so will require a fully lit stage.

Note the dark areas on the stage, just the podium is lit. This is <b>NOT</b> suitable for Dr. Ricketts presentation.	Note how the entire stage is lit and speaker is not behind a podium, this is how Dr. Ricketts presents.
	

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## Masterclass

1. **Room set-up** - Dr. Ricketts prefers to present to groups in rounds of 6 or 8. If this is not possible please contact our office so that Dr Ricketts can adjust his presentation. Dr. Ricketts presentations are interactive and frequently involve standing and moving, an ideal room will have 50% more space than is required for the seating.
2. **LCD projector and large screen.** Minimum 8ft is preferred for good projection quality.
3. **Video playback capabilities:** Dr. Ricketts uses a PC and will require audio from his laptop to the house sound system using an HDMI connection with sound.
4. **Microphones:** Dr. Ricketts uses a lavalier microphone (clip-on lapel type) or a headset microphone, which should be provided by the venue. He also requires 1-2 handheld mics for the audience during the breakout sessions
5. **Flip Charts:** Dr. Ricketts requires at least one flip chart on a stand with self-stick sheets per group. IF the flip-charts are not self-stick, a roll of masking tape is needed so he can display notes on walls during the workshop. With self-stick sheets, one flip-chart can be used by multiple groups by removing 3-4 sheets per group.
6. **Flip Chart Markers:** Please place one flip chart marker on each table
7. **Handouts:** Dr. Ricketts will bring handouts to event unless otherwise noted