



## AUDIO - VISUAL:

- ✓ PowerPoint slides will be provided at least 48 hours in advance of the event and should be loaded to the conference computer system and pre-checked prior to Melissa Soete's arrival
  - ✓ Melissa Soete normally arrives one hour before her presentation for an A/V check, which must be done with attendees not in the room. However, if that cannot be accommodated, an alternative time can be arranged.
  - ✓ Melissa Soete requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and countdown clock are strongly preferred.
- ✓ To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental.

## SLIDES & HANDOUTS:

- ✓ Please note Melissa Soete does not convert her slides to anyone's templates. Melissa Soete's presentation slides are designed to graphically supplement her verbal content.
- ✓ Melissa Soete's full slide deck is not available for download, or for publishing as notes or a handout.
- ✓ Melissa Soete retains all rights to her materials and content. The presentation cannot be reproduced or distributed unless agreed upon.