

# Ross Dawson: Logistics and AV Requirements

## LOGISTICS

**Date confirmation.** Dates will be tentatively held in Ross Dawson's schedule on request, but dates are not confirmed until the agreed deposit is received.

**Accommodation.** A room in the conference venue or as close as possible to the conference venue will be provided if an overnight stay is required. If the hotel is more than 500 meters from the conference venue, transportation will be provided by the client.

**Transportation.** Travel between the airport and conference venue is not included in fees. Transportation should either be arranged by the client, or costs for taxis will be charged to the client.

**Audience handouts.** For some extended sessions and workshops, Ross Dawson will provide audience handouts. These will be provided in digital format to the client. It is the client's responsibility to print the handouts and make them available to the attendees.

## AUDIOVISUAL AND STAGE

**PC, Data projector, and screen.** Ross will bring his Powerpoint presentation on a USB drive, with backup, and if preferred send digitally beforehand. Note that presentation size is usually 10-20MB.

**Microphone:** Wireless lapel (lavalier) microphone

**Wireless mouse.** Radio frequency remote mouse to control Powerpoint at any point in the presentation room.

**Lighting.** Good lighting across the stage area is required. Ross Dawson is very active on stage and it is important that lighting is adequate for good audience visibility at all times.

**Water.** A glass or bottle of water should be available on stage.

## PRESENTATION MATERIALS AND RECORDING

### Presentation materials

All Ross Dawson's presentation materials are copyright. The Powerpoint document used in the presentation should not be used or forwarded to anyone.

If requested, a pdf version of the Powerpoint can be provided to the client to be distributed only to people who have attended the presentation. The Powerpoint presentations used by Ross Dawson are highly visual and intended to accompany his speech, and are not intended to be viewed by people who have not heard his presentation.

**Recording**

Audio and video recordings of Ross Dawson's presentations can be only done with Ross Dawson's permission. In general recordings can only be used inside the client organization.

Occasionally Ross Dawson will arrange for video recordings of his presentations. In this case a copy will be provided to the client free of charge for internal use only.