SCOTTDUTTON★

F2F PRESENTATIONS

A/V
1. MICROPHONE
- Scott requires a lapel microphone.
2. SPACE
- Scott walks around the stage so space is required to do so.
3. POWERPOINT PRESENTATION
- Scott uses PowerPoint that includes videos – high quality sound is required.
4. CONFIDENCE MONITOR / FOLDBACK
- Scott requires 2 foldback monitors on the ground - 1 to view current PowerPoint slide + the 2nd to see the next slide + presenter notes.
5. MENTI POLLS + AHASLIDES
- Scott uses Mentimeter for polling/ word cloud + Ahaslides for a quiz at the end – capacity for results to be shown live is required. Scott will give the tech team his user name + password. Also, the ability to move between the live polls (on chrome) + the PowerPoint presentation.
- Delegates will require their mobiles to complete polls during the presentation (preferably with a QR code reader!)
6. CONTACT WITH AV / TECH TEAM
- Scott will need the contact details of the AV / tech team to discuss his requirements prior to the presentation.
7. AGENDA + DEMOGRAPHICS
- It would be helpful to receive the agenda 1-2 weeks prior so Scott understands who else will be presenting – prior to and post Scott's keynote. It is also helpful to understand the demographic attending – approx. numbers of different genders + age range + positions of those attending.
8. ONLINE DELEGATES (HYBRID EVENTS)
- If it is a hybrid event, it is helpful if I can interact with the delegates online via chat

SEATING/ STAGE PLANNING
1. ROOM SET-UP
- It helps the success of the presentation if the front rows are filled. Scott would appreciate anything you can do to facilitate that!
2. DINNER/ LUNCH PRESENTATIONS
- Please ensure that people are not eating.
- All table service needs to be stopped during the presentation.

VIRTUAL
1. ONLINE PLATFORM
- Zoom is the preferred platform.
2. HOSTING
- Scott needs to be host or co-host.

3. INTERACTIVE TOOLS
- Scott needs to use + view the chat function.
- Scott uses Mentimeter + Aha slides.