

# AV & STAGE SETUP

**These specifications are provided as a guideline to plan your event efficiently with Shil as your speaker. Shil can accommodate most room layouts, so please feel free to discuss these requests with him.**

- Shil does not speak from a behind a lectern, so a lectern is not required. If however there is one, it would be preferred if the lectern is positioned **on either end of the stage (blue square)**. We have suggested a layout below for your reference.
- Please provide a **small table (red dot)** on the stage for water and props.
- Please provide a power source behind **the lectern** or **small table** to plug in Shil's mini floor fan (marked X). It's been tested / approved for AS/NZ 3760 certification.
- Shil will email a google drive with his slides. Please download these in PPT and he will also bring them on a USB and his laptop as a backup.
- Please provide a headband mic and if this is not possible, a lapel also works.
- Shil will also wear his own lapel. It's a RODE 2 system with a bluetooth receiver which transmits to his phone (for his own social media content) - this doesn't interfere with the venue mic.
- Please provide a roving mic for audience Q&A.
- Before the event, please organise a venue visit for Shil to test have a look around the room and familiarise himself with the environment. (Shil will discuss a date with you). If this is not possible, please provide a link, photos and/or a video of the space.

