

# Hugh Culver Presentations

## A/V REQUIREMENT LIST

Every event venue is different and Hugh is very flexible about working with what is there. The following room set up requests and A/V needs will help to make your event as good as possible. Please contact us at 1-250-862-8482 [info@hughculver.com](mailto:info@hughculver.com) if you have any questions.

### Keynote presentations -

1. **We are happy to send Hugh's presentation in advance.** Please let us know.
2. **Hugh presents from his Mac Laptop.** Hugh presents from his laptop computer (he always has the MAC-PC dongle connector). Ideally, all connectors (power, VGA connector, and sound pick up) are on stage-left.
3. **Room set-up.** Hugh prefers to present to groups in rounds of 6 or 8. If this is not possible, (it makes a difference to the interactive portions of Hugh's presentations) please let us know so that Hugh can adjust his presentation.
4. **LCD projector and large screen.** Minimum 8ft. is preferred for good projection quality.
5. **Sound pick-up from Hugh's computer** Please provide a sound connection (mini jack) from Hugh's laptop computer to the house sound system (for small venues, Hugh may be able to bring a small portable speaker).
6. **Connections on stage-left** Hugh 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-left. Please provide a small presenter's table.
7. **Microphone** - Hugh uses wireless microphones for larger groups (over 50 people), please provide a wireless lavalier microphone (clip-on lapel type).
8. **We can work with whatever you have.** Hugh has presented to over 2,000 audiences and is happy to work with any room set up. Just let us know what is unique about your set up and we will make it work.

### Workshops -

- **Room set-up** - Hugh prefers to present to groups in rounds of 6 or 8. If this is not possible please contact our office so that Hugh can adjust his presentation. Hugh's presentations are interactive and frequently involve standing and moving, an ideal room will have 50% more space than is required for the seating.
- **LCD projector and large screen** - same as above.
- **Sound pick-up from Hugh's computer** - same as above.
- **Connections on stage/front of room** - same as above.
- **Microphone** - same as above.
- **Flip Charts** - For most workshops and facilitation, a minimum of 2 flip charts is needed. Large facilitation events may require more.