



AUDIO VIDEO REQUIREMENTS

COMPUTER, PROJECTOR, SCREEN

Matt will have a 2023 MacBook Pro with two HDMI outputs.

Production can use Matt's laptop or their own Mac computer. Matt also brings his presentation on a thumb drive.

Please note keynote slides cannot be converted to PowerPoint, for the fonts and animations will not convert properly. Matt presents using the Keynote program on Macs.

The larger the screen and the higher quality of the projector, the better. Matt projects 40-50 slides throughout his presentation. Ideally, the screens are on both sides of the stage or playback can be projected in a manner to be seen by the entire audience.

Because Matt advances through a large number of slides quickly, if production is using IMAG to cut between Matt and the slides, we suggest the following options:

- Picture in picture and shrink IMAG into the corner of Matt's slides
- Split the screens (one or two screens project IMAG and one or two screens project slides)

MICROPHONE AND AUDIO

Matt requires a wireless lavalier or countryman microphone.

If production uses Matt's computer, please run sound through an AUX cable, not HDMI. Matt may control the volume via his wireless clicker, which is only possible if the sound runs from his computer using AUX cable.

Speakers/audio should be high quality so the entire audience can hear video clips.

Please have wireless handheld microphones with runners (in larger rooms) for when Matt asks for audience members to share. Microphones can also be placed on stands throughout the crowd.

Please have one wireless handheld on stage with Matt, as he brings up audience members for an interactive closing segment. Also, if necessary, he can bring the handheld down to the audience if the above bullet point is not possible.

CONFIDENCE MONITORS

Please have two confidence monitors to display Matt's keynote presentation in Presenter mode, using current slide and next slide with notes. This requires two (2) HDMI outputs. Matt has a 2023 MacBook Pro that can output two HDMI feeds, so he can run his presentation off of his machine, if needed. The other option is to have two Mac computers and run each computer to either the downstage monitors or the projectors. If confidence monitors are not possible, please let Matt's team know.

STAGE

If there is a podium, please position it to one side of the stage. Matt will not be using it for speaking purposes.

Please have a small table on either side of the stage where Matt will place his water and other materials for the keynote.

LIGHTING

Stage lights are encouraged, but not on the screens, as they will decrease the vibrancy of Matt's slides.

House lights need to be dimmable. Matt will spend time both on stage and in the audience during the second half of his keynote.

MUSIC

Having the ability to play music during a few of the interactive portions of Matt's keynote helps with the energy and ambiance. Matt can either play this from his laptop, if he is running the slides from the stage, or the production team can serve as DJ in those moments. Either works just fine. Just no Huey Lewis and the News, please.

A/V TESTING

Matt would like to meet with the production for sound check and set up 30-60 minutes before taking the stage. However, he is willing to work with the production team's schedule.