

## TECHNICAL REQUIREMENTS FOR CHAP CLARK

*(Note: If there is anything on this request that is unclear or might be difficult to fulfill, please contact Chap Clark at [cclark@fuller.edu](mailto:cclark@fuller.edu) at least a week prior to the event)*

Thank you for the invitation to speak. Our goal, like yours, is to ensure the best possible experience for the audience.

*General needs and expectations to ensure the best possible presentation:*

- Please provide a quality sound system, (generally handheld) microphone, and video projector, with audio and video cables ready to plug into our computer.
- Our presenters bring their own laptop computer loaded with our PowerPoint or Prezi, video, and audio presentations. Those using a MacBook Pro will come with an "Apple DVI to VGA Display Adapter" to plug into your video projector VGA cable. **Please note: We do not have HDMI capability at this time.**

*Very important (many times AV "pros" dismiss this, but we have done this many times before, and it is essential):*

- We need our laptop and your cables in the front of the room near the presenter giving us the ability to control our own presentation and be able to control the actual computer from the front *during the presentation*. (Note: *Unless there have been arrangements made with the presenter prior to arriving, this is a non-negotiable requirement.*)
- It is preferable to have the projector showing the presentation onto a large screen more or less immediately above and behind the presenter so that the whole audience is able to view it easily. If the screen(s) are too far off to the side, this will detract from the presentation as requested. Please let us know if this is in question.

*We ask you to provide:*

- A video projector with a VGA cable ready to plug into our laptop computer.
- A mini-plug audio cable from your sound system that we can plug into the audio port of our computer.
- A power strip near the laptop for power to the computer and projector.
- A relatively small table about counter-top high on which to place our laptop right up in the front of the room. (*We do not need a podium or stand for notes, and so a flat table is essential for the protection of the computer*)
- If possible, a handheld microphone.
- A stool and a couple bottles of water (if possible).
- Please be sure the sound system and the video projection system is working properly with a MacBook Pro prior to arrival so that the entire audience can both hear and see the presentation.

Our presenter will arrive with enough time to set up and test the video and audio on the computer. Again, as much as possible, please make sure that the area where our presenter will stand is well lighted so the audience can see his or her face.