

## DR ROGER MILES

### TECHNICAL SET-UP CHECKLIST

for EVENT TEAM, AV SYSTEM and CAMERA CREWS



Hi team! I'm Roger. As a seasoned speaker and former venue tech myself, I know we'll make the event a success by working well together. It helps if we agree set-up details a few weeks before the event. I'll also enjoy meeting you on the day. For starters, here's my checklist of 'what works best' in staging, audio and visual set-ups for my live keynotes. Great if we can have an early chat about this, a few weeks before the event. On the day, I'll of course check in early with you, so that we're all set to go when the event starts.

#### PLEASE PROVIDE:

- Wireless lapel microphone** (not handheld or lectern attached). Audiences enjoy it most when I walk freely around the room, talk to them individually, and wave my arms a lot!
- A self-lit **lectern** with a surface for my notes and mains power (120 / 240V AC) to keep my laptop charged.
- A '**repeater screen**' **monitor** at the front of the stage, or large monitor at the back of the hall. This really helps me deliver, so I can keep eye contact with the audience and not look backwards at the main screen.
- At the lectern, a jug/bottle of **still water** (no ice) and a glass.
- A suggested time, for us to agree, to do a **sound and vision check**. Ideally, an hour before the audience arrives for the main event. (Worst case, just before my session, in a refreshment break when the audience is mainly out of the hall.) Please confirm this rehearsal time in advance. This should need only 5 – 10 minutes.

#### I WILL PROVIDE, bringing with me to the event:

- My own **laptop PC** containing my **keynote presentation slides**, with my own **wireless remote 'clicker'** to drive the visuals, delivering through an **HDMI cable** plugged in directly to the house AV system by hard-wired HDMI lead (full-sized HDMI plug format). From long experience, this set-up prevents any disruption to signal or HD picture quality from 'house system' software. It also avoids system log-on issues or breach of data privacy / copyright. Importantly for me as a speaker, it means there's no delay in signal transmission (latency) – I deliver fast-paced, animated content, with split-second timing vital.
- My **slide deck** is usually formatted as a custom written Powerpoint file in 16:9 aspect ratio. To maintain copyright control, I don't share my 'Presenter Deck' file. Only *subject to prior agreement*, I may release a summary highlight deck in pdf format.
- A **Guest Speaker Introduction Script**. This makes it easier for the session host to welcome me to the stage. Most event hosts prefer to use this, to save them having to think about the correct way to introduce me.

#### OTHER OPTIONS:

- Only by prior agreement, and with an agreed delivery date*, it may be possible to run my slides from the event host's off-stage AV system server. If this is *the only possible* delivery option, by agreement I could supply a passworded Powerpoint file to the AV team 2 – 5 days before the event.

#### NOTE: INTELLECTUAL PROPERTY:

- Material I present remains my copyright property. *Without my prior written and signed permission*, the event host or participants may not print or share my slides, script, or any related files. At the end of the event, the host and venue techs should promptly delete any of my material held in any of their storage media.
- Without the prior written personal consent of Dr Roger Miles*, you agree that no audio or video recordings of his performance may be made or used. Dr Roger Miles reserves the right make a personal audio or video record of his performance for personal quality review or promotional purposes. This point may only be varied by specific, prior written request to Dr Roger Miles.

Let's work together to make your event a great conversation-starter!

Questions/requests? – Do contact me on: email: [info@DrRMiles.com](mailto:info@DrRMiles.com) or phone: +44 7860 770 941.