

## David Saxby\_Audio/Visual Requirement Checklist

Audio Visual Equipment	Client to supply
Lavalier microphone	X
Flip chart (for breakout sessions)	X
LCD projector -Mac compatible * (Laptop provided by speaker)	X
Small table (maximum 4') for laptop, notes and projector	X
Projection Screen (Please ensure lights are not shining on the screen)	X
Extension cord with 2 plug-ins for laptop and projector (plug-ins should be 3 prong)	X

\* projector can be supplied by Spark Communications for a rental fee of \$200.