

SCOTT DUTTON★

F2F PRESENTATIONS

AV

1. MICROPHONE

- Scott requires a lapel microphone.

2. SPACE

- Scott walks around the stage so space is required to do so.

3. POWERPOINT PRESENTATION

- Scott uses PowerPoint that includes videos – high quality sound is required.

4. CONFIDENCE MONITOR / FOLDBACK

- Scott requires 2 foldback monitors on the ground - 1 to view current PowerPoint slide + the 2nd to see the next slide + presenter notes.

5. MENTI POLLS + AHASLIDES

- Scott uses Mentimeter for polling/ word cloud + Ahaslides for a quiz at the end – capacity for results to be shown live is required. Scott will send on a PDF with his user name + password. Also, the ability to move between the live polls (on chrome) + the PowerPoint presentation.

- Delegates will require their mobiles to complete polls during the presentation (preferably with a QR code reader!)

6. CONTACT WITH AV / TECH TEAM

- Scott will need the contact details of the AV / tech team to discuss his requirements prior to the presentation.

7. HANDOUT

- Scott has a 1-page summary of what he covers which can be given to each delegate post the presentation (perhaps placed on the table after his presentation). Scott will email prior for printing.

8. AGENDA + DEMOGRAPHICS

- It would be helpful to receive the agenda 1-2 weeks prior so Scott understands who else will be presenting – prior to and post Scott's keynote. It is also helpful to understand the demographic attending – approx. numbers of different genders + age range + positions of those attending.

9. ONLINE DELEGATES (HYBRID EVENTS)

- If it is a hybrid event, it is helpful if I can interact with the delegates online via chat (i.e. an ipad on stage to see the responses from those online).

SEATING/ STAGE PLANNING

1. ROOM SET-UP

- It helps the success of the presentation if the front rows are filled. Scott would appreciate anything you can do to facilitate that!

2. DINNER/ LUNCH PRESENTATIONS

- Please ensure that people are not eating.
- All table service needs to be stopped during the presentation.

VIRTUAL

1. ONLINE PLATFORM

- Zoom is the preferred platform.

2. HOSTING

- Scott needs to be host or co-host.

3. INTERACTIVE TOOLS

- Scott needs to use + view the chat function.
- Scott uses Mentimeter + Aha slides.