



**ROBERT PAYLOR**

## **A/V & Stage Requirements**

In order for Robert's presentation to have the maximum impact, we ask that you coordinate with your venue and production team to provide the following items. If your event cannot accommodate these requests, please let us know. Robert has the experience and options to adjust accordingly.

1. If a stage or riser is being used, ensure that there is wheelchair access. Standard ADA guidelines suggest one foot of ramp length for every inch of rise and a ramp width of 36 inches.
2. Ensure there are no obstructions between Robert and the audience, such as a podium or chairs on stage.
3. A lavalier microphone is required.
4. Powerpoint slides will be included in the keynote, which will be provided before the event, so projector capabilities are required. Robert will also bring his laptop and a USB drive containing his slide deck as backup.
5. Please provide a slide clicker that is compatible with the computer that will be projecting Robert's slides. If it is preferred that Robert use his own computer, he will bring a slide clicker.
6. Robert would appreciate an A/V check with your production crew in order to test his microphone and step through his presentation slides. Please indicate what time he should arrive.

Please contact [info@robertpaylor.com](mailto:info@robertpaylor.com) regarding any questions, concerns, or deviations. Robert looks forward to working with you and your team to deliver an outstanding presentation!