

# VELIA NICHOLLS

## AV REQUIREMENTS

The following items are what Velia believes are important to get the most from her sessions. These will vary depending on the size of your audience and venue.

### **In Person Presentation**

- Lapel microphone
- Data projector and screen
- Velia's PowerPoint presentation will be provided to you prior to the event. Please ensure it is working and ready to go.
- Velia will provide a PowerPoint Remote Control to use with her presentation
- Small table on stage with a glass and jug of tap water
- AV Technician on site for the presentation

### **Online / Hybrid Presentation**

Velia's preferred virtual software:

- Zoom
- Teams
- BlueJeans

Please note, whilst Velia is happy to discuss and use your preferred software for the presentation, if she is not familiar with your preferred software, she will require a test and briefing session of the software with your AV Technician at least 5 days prior to the presentation.

- AV Technician available prior and during the session to immediately trouble shoot any issues