PUSH Physical Theatre
www.pushtheatre.org

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PUSH Speaking Engagements
Technical

Speaker Needs:

1. Podium Space for one notebook computer and paper notes (provided by speaker).

2. Access to **electrical outlet** at base of podium.

3. If room size necessitates a **microphone**, speaker can use (listed in order of preference):
   a. Wireless, miniature headset (flesh color, concealable) such as the AT892CL4 AUDIO TECHNICA AT892CL4 MICROSET SUBMINIATURE. Use fresh batteries.
   b. Wireless Lapel (lavaliere) microphone. Use fresh batteries.
   c. Wireless Handheld microphone. Use fresh batteries.
   d. Any quality wired microphone.

4. A short (10min) **sound check** will be required. A qualified sound technician to operate and troubleshoot the sound system should be present for this.

5. If this is a lecture students should be encouraged to take notes. Video slides will not be available.

6. All technical equipment should be ready 30mins prior to the presentation.

Video Projection:
Most speaking engagements utilize a PowerPoint style video projection element.

1. A **skilled, trained technician** to operate and troubleshoot the projection system.

2. A **data/video projector** with sufficient lumens (light power) to be easily seen in the facility used.

3. A **VGA or HDMI cable** to connect the video projector to the speakers notebook computer.
   • **Note:** The cable must be of sufficient length to reach the projector from the podium. Due to the nature of the visual element the speaker must have the computer on the podium and run the presentation himself. The visual element <u>cannot</u> be run by a technician, as is often the case with slide presentations.

4. A quality **projection screen** large enough for all audience members to view. The screen should be positioned behind and slightly above or slightly to the side of the podium. So that the audience can easily view the speaker and the screen simultaneously.

5. Some sessions require an audio element. In this case a **3.5mm audio plug** should connect the speakers notebook to the sound system.

6. Adequate lighting to clearly see the speaker without 'washing out' the projector screen.