



## Technical Requirements for Elle O'Flaherty

### Thank you for booking Elle for your event.

I look forward to the opportunity to help you achieve your goals through my presentation.

### Large Rooms (more than 300 people):

Elle runs Microsoft PowerPoint on her PC laptop. She often includes audio and/or video and we will be in touch if she plans to do so for your event. Elle is happy to run her presentation from a provided computer, assuming there is time to test the presentation completely in advance. The presentation will also be loaded onto a thumb drive.

### Equipment preferences:

- Lavalier microphone
- Backup handheld microphone on stage
- Confidence monitor - presenter view, if possible
- Remote device for advancing slides

### Small or Medium Rooms (fewer than 300 people):

Elle prefers to use her own laptop. She travels with both VGA and HDMI adapters. Elle will provide her own remote to advance slides. Elle strongly prefer to test the presentation in advance.

### Requirements:

- Small AV table in the front of the room for laptop
- Power within 3 feet of the AV table or an extension cord
- Projector & Screen
- Lavalier microphone
- Cord to connect for sound

Questions? Feel free to ask! We are your partner to make this event a resounding success. Please reach out to Elle's assistant with questions: [info@interlacesolutions.com](mailto:info@interlacesolutions.com).

