

MATHEW BOGGS.COM

Illuminates Your Greatness



Audio/Visual Requirements & Successful Meeting Tips

For questions or concerns, please contact our office at (818) 679-6296

Mat Boggs takes his commitment to your group quite seriously. He understands that you have invested a great deal of time, money, and energy into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment and receive the best presentation possible.

AV Requirements

- Mr. Boggs uses a **LAVALIERE MICROPHONE**. Wireless is preferable, but not mandatory. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.
- Mr. Boggs uses **Microsoft POWERPOINT** throughout his presentation. Mr. Boggs will require a LCD Projector and the cable to connect it into his laptop PC. The images will be shown at a resolution of 1024x768. As long as the projector used can handle this, it will work fine. **Key point:** the projector should be able to show 500 lumens or more. Please also provide a 6' draped table for him to place his laptop and organize his materials on.
- Mr. Boggs has **VIDEO CLIPS with SOUND** embedded in his **POWERPOINT** presentation. Please have an audio line 1/4 inch mini-jack to connect from his computer to your sound system.
- If you prefer Mr. Boggs' presentation to be controlled from back-stage, providing him a clicker, PLEASE make sure that there is a monitor for Mr. Boggs to see what is being projected on the screens if they are not within his line of site.
- On stage, where he is placing his materials, please have a bottle of purified water for Mr. Boggs. No ice please.

Recording Devices

- Audio and/or video taping is available with **PRIOR WRITTEN AUTHORIZATION**.

Tips & Suggestions

- Theater or classroom seating is preferable, in chevron style seating. We understand that when planned on or around a meal, this is not possible.
- When the room is rectangular, please have your stage positioned in the center of the long wall. This assists greatly in creating intimacy between your audience and

anyone who is on stage.

- For the benefit of your audience, and Mr. Boggs, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Mr. Boggs is presenting his keynote or seminar.
- It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.
- When a photographer is present, please ask them to refrain from taking photos the first 15 minutes of the program. This can be distracting to the speaker and audience.
- Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Mr. Boggs prefers to see the faces of the audience. This allows him to see how they are responding to his presentation.