

2024 AV REQUIREMENTS

Computer Specs:

ThinkPad Lenovo X1 Yoga Gen 7 Intel
12th Generation Intel® Core™ i7-1270P vPro® Processor (E-cores up to 3.50 GHz P-cores up to 4.80 GHz)
Memory: 32 GB LPDDR5-6400MHz (Soldered)
Solid State Drive : 1 TB SSD M.2 2280 PCIe Gen4 Performance TLC Opal

Audio Visual:

- Projector and screen
- Lapel microphone preferred to Countryman or earpiece
- Podium or high table for Peter's laptop on stage
 - HDMI cable run to the lectern (NOT VGA)
 - Peter will ALWAYS use his own laptop- please ensure technicians understand this is not negotiable as he will interact with his own screen
- No PC audio required
- Presentation slides are designed in 16:9 format
- Peter will provide production team with a backup, presentation at time of the A/V check; backup may be used in case of equipment failure
- Peter does not supply his presentations before event
- Peter will provide a PDF copy of presentation for distribution to all attendees, post-event.
- Wired internet connection at the podium is highly preferred.
 - If not feasible, a dedicated private wifi network rather than open attendee or guest networks is preferred.

Preferences:

- 100% house light to be used during the entire presentation duration
- Where controllable, have the audience as close to the stage as possible.

Room Layout:

- Round or square tables cabaret style is preferred.
- Theatre style when audience too big to be at tables.
- Avoid classroom and U-Shape layouts where possible.

* Please note preferences will depend on the nature of the event, audience size and room layout. These suggestions are made in an attempt to maximize the success of your event.