



Futurist | Reinvention Strategist | Keynote Speaker

## **A/V & Staging Requirements**

Thank you for hosting Cecily Sommers.

These guidelines help ensure a smooth experience for your audience. Please share with your AV team and reach out with any questions.

### **Audio**

- Wireless lavalier or Countryman headset preferred
- Wireless handheld microphone as backup

### **Video & Display**

- 16:9 projection screen or LED wall, visible to all attendees
- Downstage confidence monitor showing current slide preferred
- Countdown timer visible from stage preferred

### **Stage**

- Open stage, no podium preferred
- Wireless clicker provided by venue
- Still water on stage

### **Lighting**

- Should allow both the speaker and slides to be clearly visible

### **Tech Check**

- Minimum 15 minutes prior to audience arrival — additional time always welcome

### **Recording**

- Please advise in advance if the session will be recorded or livestreamed
- Cecily requests a copy of any recording and permission to use excerpts for professional purposes
- Cecily may arrange independent audio or video recording, coordinated with your team in advance
- Cecily may use a personal audio transmitter for direct source recording; frequency coordination with AV team required to avoid interference