

AV & Staging Requirements

Thank you for hosting Cecily Sommers.

These guidelines help ensure a smooth experience for your audience. Please share them 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 displaying 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 brief excerpts for professional promotional purposes, with appropriate attribution to the event and host organization.
- Cecily may arrange independent audio or video recording in coordination 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

