



Ted Ma A/V Requirements

What Ted needs:

- LCD projector and screen/s
- Wireless lavalier microphone
- Wireless handheld microphone for his on-stage audience exercise
- Power outlet for his laptop
- HDMI cables (male) to connect to his laptop
- 3.5mm (1/8") male cable to run audio out from his laptop
 - Note: Ted does use videos with sound in his PowerPoint
- Confidence/downstage monitor (if possible)
 - If a confidence/downstage monitor is not available, please have a small round table (high top table is preferred) set up within 5 feet of the front of the stage where Ted can see his laptop
- If front projection is being used, set the projector screen/s off to the side of the stage (see below for further details)
- A place for Ted to set a small bag of props. This could be either a lectern/podium or a small round table on stage

What Ted will bring:

- His PC laptop (Dell XPS 13) using Powerpoint
- HDMI adaptors (female) to connect his laptop to the projector and the confidence/downstage monitor
- Logitech R800 wireless presentation remote

Room Setup Tips & Requests

The following suggestions are important, both for the effectiveness of Ted's presentation and for the overall success of the event:

- The distance from the first row of seats/tables to the stage should be **10 feet or less**. This helps avoid the "energy abyss" that occurs when there is a large gap between the stage and the first row of audience members.



- If a lectern/podium is being used for introductions or other presenters, please remove it when possible. If it needs to be on stage, please set it several feet back from the front of the stage to allow Ted to move in front of the lectern during his presentation.
- If front projection is being used, the projector should **not** be positioned in front of the center of the stage. This forces Ted to do his entire presentation on one side of the room to not to block the audience's view of the screen. It's far better to position the screen off to one side so it can be seen by the entire audience as Ted walks the front of the stage or room. If the screen and stage are large enough and rear projection is being used, this should not be an issue.
- Ted is a high-energy speaker who loves to connect with his audience. He moves around the stage and often moves out into the audience. Please make sure to prepare for this to prevent any audio feedback loops.
- Do not over-set the room. If you are planning on 200 people, set the room for 200 (or fewer). It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
- The ideal stage/riser height for audiences of up to 200 people is 6"-12". For audiences of more than 200 people, 12"-24" in height is appropriate. Please email us a room diagram, including stage dimensions, if one is available.
- If the screen has any other ratio than 16:9 (widescreen), please notify us at least 2 weeks ahead of time so we can make adjustments.

Please take these tips into consideration when planning your event. If you have any questions, contact either Ted at ted@realtedma.com or Stephanie at stephanie@realtedma.com