



Yamini Naidu – Audio-Visual Checklist Large Groups (e.g. Keynote/Plenary Sessions)

Yamini likes to keep things as simple as possible for your AV and event team to ensure a smooth, reliable experience on the day.

She is flexible and can accommodate most room layouts, so please feel free to discuss any requirements in advance.

- **PowerPoint presentation:** Yamini will bring her slide deck, with all video and audio embedded, on USB for the AV team to load onto their laptop. She is happy to use the venue's clicker to control slides. Slides can also be provided in advance via Dropbox or shared drive if preferred*.
- **Laptop:** Yamini can also present from her own Mac laptop if needed and will bring the required adaptor.
- **Microphone:** Please provide a **lapel microphone only**. Yamini does not use a headset mic or a handheld and prefers to have both hands free to move around the stage.
- **Lectern:** Yamini DOES NOT present from a lectern, so one is not required. If there is one on stage, that is fine.
- **Foldback monitor:** If available, a foldback monitor showing Presenter View would be helpful, though it is not essential.

Thanks for your help.

Yamini

**Please note: for intellectual property and image licensing reasons, Yamini's slide deck is supplied for presentation use only and must not be shared, distributed or retained in any form after the event. Please ensure all copies are deleted after the session.*