EVENT PREPARATION

Plan the room and the setup.

For an agreed talk, panel, roundtable or hosted program. Confirm the setup with the event team.

Audio	Wireless lavalier preferred, with a handheld for backup and questions. Tune sound for movement on and off stage.
Screen and slides	A standard screen and projector are sufficient when slides are used. A confidence monitor is optional.
Lighting	Use even, front-facing stage lighting so the speaker and facial expressions remain visible.
Stage and movement	Keep the speaking area clear, with access to the audience. A podium is optional and should be movable.
Room setup	Theater or classroom seating for larger groups; rounds for interaction. Keep sightlines and aisles clear.
Production coordination	Arrange a short planning call, A/V check and production contact. Agree recording and intended reuse in advance.

Confirm the final format, production needs and recording terms before the event.

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