

Audio Visual Presentation Guidelines for Stephen Shapiro

Our goal is to make your event the ultimate experience for your audience. To ensure this, Stephen requests the following audio/visual set-up:

- A wireless lapel (preferred) or over-the-ear microphone. No handheld or wired microphones.
- Projector and screen for slides.
- We request an HDMI or USB-C connection on or near the stage. Stephen runs his presentation from his MacBook Pro using Keynote, but controls it wirelessly from his iPad, which also allows him to annotate slides in real time—essentially functioning as an electronic whiteboard. He brings all the necessary connectors. While we can accommodate setups where the computer is positioned farther from the stage, this can reduce reliability in some venues due to potential Wi-Fi interference.
- Specific presentations, including Personality Poker, require audio from Stephen's computer to be routed through the venue's sound system.
- Specific presentations require that each participant have a blank sheet of paper and a pen implement.
- For audiences of over 500 people, a wireless handheld microphone with a microphone runner is recommended if there will be Q&A or interactivity. However, typically this is not necessary.
- For events with a hot seat, we request a chair for the stage along with a handheld microphone.

Please note: Due to Stephen's unique technological setup, he must deliver his presentation using his own computer. Upon request, we can provide an outline or a draft version of the visuals (in PDF format) ahead of your event to assist with content review or refinement. A PDF version of the final slides will also be made available to attendees after the presentation.

Room Setup

An effective room set-up is important to the overall success of any event. The following are suggestions to enhance the audience's experience:

- Stephen requests (but does not require) a small cocktail table in the middle of the stage. Given that he uses his iPad wirelessly for drawing, this gives the best experience for the audience as he can be front and center instead of behind a lectern. However, if a cocktail table is not available, a lectern will suffice.
- We can work with any room configuration. **If Personality Poker® is being played, we request as much space as possible to allow participants to move around and trade cards, as well as an open area where cards can be placed on the ground during the gifting session. Round tables are typically the best setup for Personality Poker, as they provide the most room for movement.**
- Stephen likes to connect with the participants by walking into the audience, regardless of audience size. Therefore, an easy path off the stage is helpful.
- Stephen enjoys engaging with his audience, so it is preferred that the house lights remain up throughout his presentation.