

Ross Dawson: Logistics and AV Requirements

LOGISTICS

Date confirmation. Dates will be tentatively held in Ross Dawson's schedule on request, but dates are not confirmed until the agreed deposit is received.

Accommodation. A room in the conference venue or as close as possible to the conference venue will be provided if an overnight stay is required. If the hotel is more than 500 meters from the conference venue, transportation will be provided by the client.

Transportation. Travel between the airport and conference venue is not included in fees. Transportation should either be arranged by the client, or costs for taxis will be charged to the client.

Audience handouts. For some extended sessions and workshops, Ross Dawson will provide audience handouts. These will be provided in digital format to the client. It is the client's responsibility to print the handouts and make them available to the attendees.

AUDIOVISUAL AND STAGE

PC, Data projector, and screen. In most cases Ross will send his Powerpoint presentation as a .ppsx file beforehand and bring it on a USB drive as backup. The size of his presentations is sometimes 500MB or larger as they include embedded videos, and they must always be tested on the presentation PC well before the event as there can be issues with playback. In some cases presentations are too large to be run on most PCs and Ross will use his own laptop for presentations. **NOTE:** The presentations MUST be played on a native Windows machine and will usually not run properly on Apple Macs.

Microphone: Wireless lapel (lavalier) or headset microphone

Wireless mouse. Radio frequency remote mouse to control Powerpoint at any point in the presentation room.

Lighting. Good lighting across the stage area is required. Ross Dawson is very active on stage and it is important that lighting is adequate for good audience visibility at all times.

Water. A glass or bottle of water should be available on stage.

PRESENTATION MATERIALS AND RECORDING

Presentation materials

All Ross Dawson's presentation materials are copyright. The Powerpoint document used in the presentation should not be used or forwarded to anyone.

If requested, a pdf version of the Powerpoint can be provided to the client to be distributed only to people who have attended the presentation. The Powerpoint presentations used by Ross Dawson are highly visual and intended to accompany his speech, and are not intended to be viewed by people who have not heard his presentation.

Recording

Audio and video recordings of Ross Dawson's presentations can be made only on condition that copies of the unedited video files are sent to Ross within 7 days of the event. Unless specifically agreed otherwise, recordings can only be used inside the client organization.

Occasionally Ross Dawson will arrange for video recordings of his presentations. In this case a copy will be provided to the client free of charge for internal use only.