

Daniel Burrus

AUDIO VISUAL CHECKLIST

GLOBAL FUTURIST | STRATEGIC ADVISOR | BEST-SELLING AUTHOR



EQUIPMENT

Mr. Burrus will bring his own laptop computer. In order for the presentation to have the greatest possible impact on your attendees, he will also need:

- A wireless lavalier microphone.
- Mr. Burrus will bring his laptop computer. (His office will let you know what type of laptop he will be using for this presentation.)
- Mr. Burrus travels with all of the necessary converters and/or adapter cables for his MacBook Pro to connect with your AV System.
- His laptop can be placed with the AV personnel or next to the lectern.
- If his laptop is placed next to the lectern, he will need a small table, preferably waist high, placed next to the lectern to set his laptop on.
- A large screen and video projector.
- A cable for connection from laptop to video projector and an outlet near the table for power.

ROOM SETUP

The following suggested guidelines are provided to maximize your results from the session:

- Participants should be seated at round tables with 4 to 6 participants at each table.
- Each table should have available a flip chart and two different color markers for the “knowledge-sharing” portion of the day.



INTRODUCTION

Please use the introduction provided by our office, or use it as a guide in preparing your introduction.



PHOTOS

Photos are available on our website www.burrus.com. We are happy to supply you with articles or additional information to assist you in your program advertising, at your request.



HANDOUT

A handout master has been provided by our office. Please do not distribute the handout before the program unless it is to be pre-assembled in a folder along with other materials for your meeting.



RECORDING DEVICES

Please inform us as soon as possible if you plan to audio tape, video tape, broadcast or transmit this presentation. This will require prior written authorization from our office.



QUESTIONS

If you have questions or need any additional information, please feel free to contact Jennifer at 1-800-827-6770.

