Speaking Engagements
Audio Visual and Room Setup Requirements

Off-Site Team Planning Retreats

- Projector or LCD Television with **HDMI Cable** for Advantus Marketing Laptop
  (will not work with VGA Cable)
- Back-Up Laptop with Microsoft Office in case of emergency
- Paper Flipchart with Black and Blue Markers and Easel
- Wireless Internet Connection
- Small Table for handouts and materials
- Suggested Room Setup: U-Shape (Preferred) or Board Room / Conference Room Style

Main Platform Presentations

- Laptop Computer with Microsoft Office (will provide our presentation to be loaded)
- If Advantus Marketing's Laptop will be used, a Projector with **HDMI Cable** will be
  required (will not work with VGA cable)
- Wireless Remote with Laser Pointer
- Wireless Lavaliere Microphone (if meeting will take place in a large-scale ballroom)
- Paper Flipchart with Black and Blue Markers and Easel
- Wireless Internet Connection
- Name and e-mail of the individual to send the PowerPoint presentation and applicable
  handouts for photocopies
- Please have handouts at the participants' seats prior to arrival
- Suggested Room Setup: Theatre-Style, Classroom, or Rounds

Breakout / Workshop Presentations

- Laptop Computer with Microsoft Office (will provide our presentation to be loaded)
- If Advantus Marketing's Laptop will be used, a Projector with **HDMI Cable** will be required (will not work with VGA Cable)
- Wireless Remote with Laser Pointer
- Wireless Lavaliere Microphone (if meeting will take place in a large-scale ballroom)
- Paper Flipchart with Black and Blue Markers and Easel
- Wireless Internet Connection
- Name and e-mail of the individual to send the PowerPoint presentation and applicable handouts for photocopies
- Please have handouts at the participants' seats prior to arrival
- Suggested Room Setup: Theatre-Style, Classroom, or Rounds

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