

Official AV Requirements for Bofta Yimam

Audio Visual Requirements

Audio or Visual Taping: Taping is an additional charge and must be approved in advance by Bofta's team.

A/V Preferences (Keynotes)

- Wireless clip-on microphone for Bofta Yimam
- One handheld microphone for audience participation
- Podium
- LCD Projector for PowerPoint presentation
- Projection screen suitable for size of room and audience
- Access to facility's wireless internet connection, name and password provided the day prior
- Connection to LCD projector for laptop computer
- PowerPoint presentation capabilities. Bofta can bring her own laptop computer with PowerPoint presentation to connect to your LCD projection system.
- Alternatively, Bofta can bring her PowerPoint presentation on a memory stick for loading onto your system. If the memory stick is your preference, notify Bofta's team at time of booking. Due to the proprietary nature of their presentation, the file needs to be removed from client's computer once the session is finished.

A/V Preferences (Workshops)

- Wireless clip on microphone for Bofta Yimam
- LCD Projector for PowerPoint presentation
- PowerPoint presentation capabilities. Bofta can bring her own laptop computer with PowerPoint presentation to connect to your LCD projection system.
- Alternatively, Bofta can bring her PowerPoint presentation on a memory stick for loading onto your system. If the memory stick is your preference, notify Bofta's team at time of booking. Due to the proprietary nature of their presentation, the file needs to be removed from client's computer once the session is finished.
- Connection to LCD projector for laptop computer
- The laptop computer should be placed on a nearby table or AV cart so that the speaker can see the computer screen.
- Remote changer for moving PowerPoint slides- if laptop computer provided by client
- Projection screen suitable for size of room and audience
- Access to facility's wireless internet connection, name and password provided the day prior
- A portable speaker to connect to laptop or the capability to connect into the room's speaker system to ensure audio from computer videos can be heard by participants
- Small rectangular table (at front of room) for Speakers to place materials, 2 glasses and pitcher of water and two chairs
- Flip chart with paper pad and markers
- Table tents/name tags for participants, sharpie pens

NOTE: Technical person should be available during setup and during the presentation if microphones are used.

Room Setup (Workshops)

Our workshops are interactive. To facilitate discussion and group work we prefer:

- Tables seating six to eight people, depending on the room size and total number of participants
- Please make sure that participants can see the screen. (i.e. avoid pillars)

Questions?

Email info@boftayimam.com



SPEAK AND INFLUENCE