

Susan Lindner

AV Needs

Live Events

- ✓ If Susan is using her own laptop, she requires access to a projector with an HDMI or USB cable and MacBook Air adapter.
- ✓ If the client is providing their own laptop, Susan can provide her slides in advance with the expectation that they are cued up and ready for display upon arrival.
- ✓ Susan requires a wireless lapel or headset microphone for any group of more than 25 people. A confidence monitor and countdown clock are strongly preferred.
- ✓ Susan requires a wireless speaker for her presentations.
- ✓ Susan normally requires no more than fifteen (15) minutes for a sound check, which should take place within two to three hours prior to her presentation time with attendees not in the room. If that can not be accommodated, an alternative time can be arranged.
- ✓ It is critical for Susan to have a clear front-stage area, as she will be moving around the stage for maximum audience engagement. A podium at the front of the stage (center or side) will block your audience's view, so please make sure one is not present.
- ✓ Please ensure one (1) unopened bottle of water is available for Susan on stage.
- ✓ Susan is happy to be photographed and video-taped, and a Right of Use agreement is included in her contracts.
- ✓ For workshops, Susan needs one (1) flip chart with an easel and working markers, or a dry-erase white board with dry-erase white board markers. Please also ensure there are enough post-it note pads and writing materials (notepads and pens) for the number of attendees present.
- ✓ After the live event, Susan will ask attendees to complete a survey. She can also provide worksheets to facilitate learning upon request.

Virtual Events

- ✓ For virtual speaking engagements, Susan can provide her presentations up to one month prior upon request.
- ✓ Susan requires a technical rehearsal prior to the event.
- ✓ The client is expected to provide the virtual meeting platform, invite attendees, and screen Susan live to participants.
- ✓ Virtual or hybrid presentations can be conducted over Zoom, WebEx, Teams or most commercially available event platforms. Testing, recording, and uploading of presentation materials before the appointed presentation date is critical to the overall success of the event.
- ✓ Susan will ask attendees to complete a survey after the event, and can also provide worksheets to facilitate learning upon request.

Inside Susan's Studio

- ✓ Web camera
- ✓ 4D camera
- ✓ Lighting
- ✓ Recording equipment
- ✓ Blue Yeti Microphone