Equipment and Technical Requirements for Speaker Lee Jackson

The following information is learnt from experience and helps to make my presentations / workshops run smoothly and prevent those 'last minute panics'.

In terms of I.T. related equipment for the presentation, I deliver a full multi-media presentation from my own Apple Mac laptop (I have the video adapter from my mac to a VGA).

I will need the following equipment to be provided, in order for me present at my best:

I use my own laptop as a kind of auto cue, so it needs it to be positioned on the stage/ front of hall where I will be presenting (on a table please, not a music stand - don't ask!). A bright, good quality data projector to connect to my laptop (I can supply my own if needed), projected onto a large enough screen that everyone has full view of it.

Sound from my laptop is key to my presentation too, so the stereo 'headphone out' from my laptop needs to connect to a full sound system (or good quality amp for smaller venues, I can supply my own if needed).

If the size of the venue and number of participants requires it (i.e over 30 people) a good quality wireless lapel microphone is required to amplify my voice, again I can supply my own if needed.

Other (non - I.T.) stuff:

Plenty of pens for delegates and a Flipchart (if delivering a workshop/cafe style session).

A power/extension lead.

Two small bottles of still water.

For education clients - A few treats / rewards to give away appropriate to your event.

A small / medium size table to put some props / laptop on.

If you are unable to provide the above set-up, you MUST confirm this with me or my agent as soon as possible, so arrangements can be made.

Feel free to call me if you have any questions.

Best wishes,

Lee Jackson
www.leejackson.org
lee@leejackson.org
0113 2170081
07977 039015