

**Rev'd Sarah Jones**  
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## **Getting the Most Impact from the Session**

My presentational style is dynamic and I use movement and action to emphasise key points. As I move around the presenting area and do not stand behind a podium please can you arrange for the following:

\* Please provide *a lapel mic* and *a remote clicker* to trigger the slides at key moments. A hand held radio mic can work if a lapel mic is not available but the lapel mics are much more elegant as I am also holding a clicker! Please note that a lapel mic is much better for me than a headset.

\* I will need to be able to see my presentation in *Presenter View* from the presenting area. Some conferences and events will have a dedicated *comfort monitor* for this purpose, *others will position the laptop or presenter monitor* so that it can be seen across the presentation area.

\* Please can any podium or tables set up for Panels or Interviews be moved towards the back or side of the area before my session starts.

\*It is also helpful if there is *a clock in my line of sight* in the room. If we are using your Laptop, I can use mine as a countdown clock if needed.

\*I will have my Apple MacBook with me and my own clicker to advance the slides. So if needs be we can run the presentation from my MacBook. If we need to do this, it would be helpful if someone with knowledge of the AV system can be on hand to set this up. If using my MacBook for the slides we will definitely need a clock in my line of sight to ensure that we run to time.

\*If your event is being broadcast or recorded please make your AV team aware that as I move across the presenting area during my presentation, their cameras will need to cover the full width of the area.

\* As I use the full width of the presenting area it would be good to ensure that the lighting levels across the presenting area are sufficient, rather than simply a spotlight on the podium.

\* Please delete my PowerPoint Presentation at the end of the event as the photos and graphics are personal to me. Thank you.