

# JAMES TAYLOR

Inspiring Creative Minds

## Audio Visual Requirements

Mr Taylor takes his commitment to speaking to your group very seriously. He understands that you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on that investment. Often times the smallest changes in ambience and staging will greatly affect the outcome of a speaker's presentation. The following suggestions are a result of his experience being on stages over 20+ years. Mr. Taylor's only concern is to do the best possible presentation for you and your people. For questions or concerns, please contact Alison Burns at (+44) 0207 193 9039 or [alison@jamestaylor.me](mailto:alison@jamestaylor.me)

### AV Requirements

Mr Taylor prefers to use a Lavalier or over the ears microphone. Wireless is preferred because he moves around a lot on stage. Please make sure that the AV department has a back-up microphone available at all times.

Mr Taylor will run his presentation on Microsoft Powerpoint from his Apple MacBook Pro. Mr Taylor will bring his own Apple DVI video adaptor. He will require an LCD Projector and the cable to connect it into his Apple laptop. The images will be shown at a resolution of (16:9) 1920x1080. The projector should be able to show 1800-5000 lumens or more. He will also require a 3.5mm (1/8") plug for audio to run out of the laptop.

Please also provide a 6' draped table for Mr Taylor to place his laptop and organize his materials on. Mr Taylor needs to have his computer on stage with him on one side of the stage. He will provide his own wireless remote clicker for changing slides. Please also provide a power point for the MacBook within 6' of the where the laptop will sit.

If you absolutely have to have Mr Taylor's presentation be controlled from backstage please provide him a clicker. If Mr Taylor is speaking to an audience of more than 400 people please make sure that there is a monitor for Mr Taylor to see what is being projected on the screens if they are not within his line of site.

All podiums must be moved to either side of the stage. Speaker does not use a podium during presentation.

On stage, where he is placing his materials, please have a bottle of spring water and a glass for Mr Taylor. No ice please.

## **Flip Chart & Pens**

Whether it's a keynote presentation, training session or workshop Mr Taylor will always need a flip chart, whiteboard and preferably six different colours markers on hand (black, blue, green, red, purple and yellow)

## **Recording Devices**

Audio and/or videotaping is available with PRIOR WRITTEN AUTHORIZATION. If you're interested in recording Mr Taylor's presentation, please review the recording clause in his speaker agreement or contact Alison Burns at (44) 0207 193 9039 or [alison@jamestaylor.me](mailto:alison@jamestaylor.me)

## **Tips & Suggestions**

Theater or classroom seating is preferable, in chevron style configuration. We understand that when planned on or around a dinner, this is not always possible.

When the room is rectangular, if possible, please have the stage positioned in the center of the long wall. This creates greater intimacy between your audience and the speakers who are onstage.

For the benefit of your audience, and Mr Taylor, please request from the hotel or venue management that the conference or meeting room have no distracting noise from an adjoining room, such as a band, etc. during the time Mr Taylor is presenting his keynote or seminar.

It is difficult to develop intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.

When a photographer is present, please ask them to refrain from taking photos or use flash photography during the first 15 minutes of the presentation. This can be distracting for the speaker and annoying to the audience.

Please make sure the room is well lit especially the staging area as Mr Taylor prefers to see the faces of the audience! This allows him to see how they are responding to his presentation.

## **Scheduling Concerns**

It is not a good idea to have your main keynote speaker present on the last day of a conference when your attendees may have been up late the night before. To get the most from your investment of Mr Taylor's presentation, consider changing the schedule to maximize his message and the response from the audience.