

1. Raised stage for easy viewing throughout the room
2. No podium, chairs or tables on stage – or at least moved to far back corner
3. Large draped screen(s) to ceiling
4. Cordless lapel microphone
5. Bright computer projector
6. Wireless slide advancer / remote control
7. Please specify in advance if projection screen configuration is traditional letter box (4X3), wide screen (16X9) or other
8. Laptop with Windows operating system and Microsoft PowerPoint installed and loaded
9. Speaker will provide presentation file via USB key upon arrival
10. On stage, small draped table with jug of water with ice, empty tall glass
11. Audience microphone set near front of room on stand
12. Use of any recording devices (audio or video) are strictly prohibited without the written pre-approval and permission of Dr. Nick Bontis