

MIKE TROXELL

AUDIO-VISUAL AND PRESENTATION SET-UP

Thank you for the opportunity to be part of your event!
Let's make this successful together!



To ensure an impactful and seamless experience for your audience, please review the following preferred AV setup. While I am flexible and can adapt to different venues, the following elements help create the best possible delivery.

Preferred Setup

1. **Wireless Lavalier/Lapel Microphone**
 - Ideal for mobility, clarity, and dynamic audience engagement.
 - If unavailable, a wireless headset or handheld mic is acceptable.
2. **Projection & Visuals**
 - HDMI-compatible projector and screen(s) for slides (PowerPoint or Keynote).
 - I will bring my own MacBook with adapters if needed, but a pre-tested setup is preferred.
3. **Handheld Slide Remote/Clicker**
 - Wireless handheld remote with forward/backward functionality.
 - A spare will be brought, but venue-provided backup is appreciated.
4. **On-Stage Video Monitor** *(Preferred, if available)*
 - Facing the speaker, to show a preview of the current slide and/or presenter notes.
 - Helps avoid turning away from the audience when referring to slides.
5. **Countdown Timer / Time Display**
 - Clearly visible stage clock to help pace and end on time, especially for keynote slots.
6. **Audio for Embedded Video** *(If used)*
 - If video is included in the presentation, please ensure house audio can receive signal from laptop.



Available for keynote speaking, workshops, and executive coaching

mike@transformationship.com

256-485-2221



7. Audience Interaction – Q&A

- For Q&A segments in auditoriums, please provide either:
 - Standing microphones in aisles, or
 - Wireless handheld microphones with runners.
- If not available, I will repeat audience questions from stage.

8. Recording & Photography (If applicable)

- If the session is recorded, I request a copy for promotional and review purposes.
- I can provide a USB drive or external hard drive on-site.
- Still photography is welcome during my talk for mutual promotion (please share any media after the event).

9. Co-Speaking (Optional)

- For select events where my wife and co-speaker joins, we may request:
 - An additional lavalier/lapel mic
 - 2 chairs on stage (for panels, interviews, or co-facilitated sessions)
 - Small table or stool for materials

10. Stage Set-Up

- A small table and chair on stage is preferred for the presentation.
- A podium or stand for notes or device is preferred if standing if standing for the presentation.

Preparation Notes

- **Arrival:** I typically arrive 60–90 minutes early to test slides and AV.
- **Slides:** Can be provided in advance if needed in PowerPoint, Keynote, or PDF format.
- **Backups:** I bring all presentation assets on USB and in cloud storage.
- **Special Requests:** Please notify me in advance of any limitations or unique setup logistics.
- **Handouts:** Any handouts will either be sent ahead of time to be printed by the host, or will be brought by myself, to be handed out at the time of the presentation. This depends on my necessary travel arrangements for the event.

Please note: Advance notice of any unavailable items or changes is appreciated. This allows me to adjust my setup and delivery as needed to ensure a smooth experience for your team and an impactful event for your audience.



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