

Daniel Burrus

AUDIO VISUAL CHECKLIST

GLOBAL TECHNOLOGY FUTURIST | STRATEGIC ADVISOR | BEST SELLING AUTHOR

EQUIPMENT

In order for Daniel Burrus' presentation to have the greatest possible impact on your attendees, we ask that you prepare for, provide and/or consider the following:

- A wireless lavalier microphone.
- Mr. Burrus will bring his slide presentation on a flash drive and provide it to your AV team during the scheduled equipment check.
- Mr. Burrus travels with his laptop computer. If needed, his computer can be connected to your AV system to run his presentation.
- In addition, Mr. Burrus travels with all of the necessary converters and/or adapter cables for his laptop to connect with your AV system.
- If used, his laptop can be placed with the AV personnel or next to the lectern.

RESOURCES



INTRODUCTION

Please use the introduction provided by our office, or use it as a guide in preparing your introduction. We also have a 90-second video introduction available.



HANDOUT

A handout master has been provided by our office. Please do not distribute the handout before the program unless it is to be preassembled in a folder along with other materials for your meeting.



CONTACT

If you have questions or need any additional information, please feel free to contact Jennifer at 1-262-367-0949.



PHOTOS

Photos are available on our website, www.burrus.com. We are happy to supply you with articles or additional information to assist you in your program advertising, at your request.



RECORDING DEVICES

Please inform us as soon as possible if you plan to audiotape, videotape, broadcast or transmit this presentation. This will require prior written authorization from our office.