SHELLEY ROW, P.E., PTOE, MBA
THE VOICE FOR *Insightful* LEADERSHIP ...AND
Recovering Over-THINKER

Shelley looks forward to working with you for a high-content, memorable program. To make the most of your event, here are Shelley's preferred technical requirements. Let us know if you have questions.

Technical requirements and Staging

Shelley doesn't use a lectern or podium. She *does* use the full stage area, so a clear space in front is preferable. For large groups, a raised platform is ideal. She can see your group and they can see her. We ask that you let us know in advance about the stage arrangement:

- Room set up (rounds, theater style, school etc. Rounds are preferable where possible).
- Whether there will be front, rear or overhead projection.
- The number of screens and their placement.
- The size and placement of the stage.

Sound

Shelley uses a headset that plugs into a standard wireless lapel mic. This allows her to move around throughout her presentation and more easily engage with the audience. It is best to test the sound well in advance, particularly as the headset may be too loud compared to a traditional lapel mic. Also, for large groups, handheld mics for use by the audience are desirable.

PowerPoint

Shelley will have her presentation ready to go on a memory stick. Plus, she travels with her laptop which is available as a backup. She *may* be able to provide the presentation in advance via Dropbox or WeTransfer. She also needs a wireless clicker. In all cases, please provide a projector and screen and enough time in advance for connecting and troubleshooting the equipment. It's best for Shelley to spend as much time as possible talking with your participants.

Lighting

Shelley likes to engage with the audience which means she wants to *see* them. As long as the audience can see the screens, let's keep the house lights turned up.

Shelley looks forward to partnering with you for a successful event!