



**Technical Rider  
Speaker's Wish List**

Date:					Topic:
Speakers Name:					Estimated time / duration:
Email:					HP:
Target Audience:					Expected Attendance:
Seating:	Classroom	Theater	U-shaped/Horseshoe		Chevron
Podium:	<i>YES front center</i>		<i>right</i>	<i>left</i>	NO
Lectern:	<i>YES front center</i>		<i>right</i>	<i>left</i>	NO
Screen:	YES front center 1		front sides 2		NO
Laptop:	Speaker will bring own		Please Provide		
Projector including extra bulb:			For Power Point Other explain:		
Speaker has access to laptop for changing slides	YES		NO		
Speaker has no access to equipment, (special audio/video room) there will be an assistant helping with changing slides, movies, audio.					
Electrical cord (extension cord)	YES		NO		
Flipchart with markers	YES		NO		
Whiteboard with markers	YES		NO		
Daylight (during the day)	YES		NO		
Please close off all incoming daylight, need dimmer for part of presentation					
Will an assistant for lighting be available	YES		NO		
Microphone:	Fixed microphone	lectern	podium		
	Hand held	Lavaliere			

Bottle of drinking water, unopened and placed before lecture starts, would be very much appreciated!

**Speaker, please send to event planer filled in with your needs and expectations!**  
**Event Planner, please send back to speaker with confirmation or/and explanation of possibilities.**



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SI/tools 4/Feb 09