



MS. OLIVIA MCIVOR

KEYNOTE - AUDIO VISUAL NEEDS

Please ensure prior to the event that the sound system is of excellent quality. A poor sound system can ruin the best-planned event.

- Ms. McIvor does not use a podium and requests that any podium onstage be removed from the stage prior to his presentation.
- If there is no stage –Ms. McIvor will require a riser. - 24 feet wide, 12 feet deep and 2 feet high if possible.
- Please provide an LCD projector and a minimum of one very large screen – two screens is preferable for audiences over 100 people. Screen should be set up to stage right – Ms. McIvor will bring her Laptop and her own cordless mouse.
- Cordless Lapel Microphone
- A small table right center of the stage
- A bottle of water

If you have any questions, please do not hesitate to call our office at
604-913-0649.