

## Checklist: Location & Technology

For Gerriet Danz's presentation at your event: So that everything at your event works like clockwork, we have put together the most important technical requirements for you to make Gerriet Danz's lecture a real experience for your audience.

### TECHNOLOGY

- \* a powerful **video projector** with a connection cable for Mr. Danz's laptop
- \* a **screen**
- \* a desk/table **for the laptop** and utensils on the side (no lectern!)
- \* depending on the room size: a **loudspeaker system** and a **headset microphone**

Gerriet Danz works with an **Apple Macbook Air**. He will bring the necessary adapters! **The laptop should be placed on the stage as a preview monitor**, so that important organizational information (details, time, slides to follow) is visible to him.

When several speakers will use their own laptops on the stage, we recommend installing a laptop switch (technical term: **Switcher**) that allows for an elegant, non-perceptive transition from laptop to laptop.

If Mr. Danz's computer can NOT be set up on the stage (because several lectures are controlled from a central event computer, for example), he needs a **preview monitor on the stage edge**, which shows the slides to him in the so-called PRESENTER VIEW (can be found under the PowerPoint tab "Slide Show"). This is a screenshot off he PRESENTER VIEW:



**ARRIVAL TIME:** As a rule, Mr. Danz arrives on site 1-2 hours before the lecture, in order to guarantee a smooth process. For example, to use a break before the lecture for the installation of his laptop.

**COPYRIGHTS:** Slides and photos of the lecture are protected by copyright and copyright laws. We ask you not to copy, use, or share any presentations sent ahead of time, and to delete them completely after the event.

**VIDEO OR AUDIO RECORDINGS:** Depending on the purpose of use, image or audio recordings can be made. We ask for an arrangement in advance.

**QUESTIONS?** If you have any further questions, please feel free to contact us through Anika von Keiser at the office of GERRIET DANZ: [info@gerrietdanz.com](mailto:info@gerrietdanz.com)