

Christine Van Loo, Keynote Speaker

Technical requirements for keynote

I'm excited to be working with you to create an inspiring experience.

This tech rider helps to ensure we have the best event possible. I'm flexible when it comes to staging and technical requirements. So, please make sure this list gets into the hands of the person who actually does the work. Have them contact me if they have any questions, concerns, or suggestions: christinevanloo@hotmail.com.

For small groups and intimate settings, it may be possible to reduce our technical requirements. The ultimate goal is to be seen and heard well by all audience members. I am willing to consider modifying these technical items and help you keep costs down, whenever doing so will not impact the quality of our presentation.

If an aerial act is requested, please see [performance tech rider](#).

Pre-Program Checklist

Audio/Visual Requirements and Guidelines

- I use a MacBook Air laptop running Keynote software with my own remote control. I keep this computer in my possession at all times. Please provide a projector and screen suited to room size and ideally placed off to one side of the stage, power and a sound system (mixer - amp - speakers suited to room size).
- I have VGA (video only) and HDMI connectors to hook up from your projector or in-house system to my devices. Please provide any cables necessary such as a mini jack in stereo 3.5mm (1/8") plug for audio to run out of my laptop.. I run my presentation off from my computer. I will have a backup USB.
- For a group of more than 25 people, please have a wireless lavalier microphone (cordless, remote) with fresh batteries available. To be specific, a clip-on type microphone, not an earpiece, with a belt pack. I move around and

need both my hands so a wired microphone, a handheld microphone or a podium microphone make things harder. Please test it on all areas of the stage for volume and for feedback. The person who introduces me will need a separate microphone. If possible, have a handheld microphone available for back up.

Room setup

- Raised 4' x 8' foot platform.
- Clear front-stage area. I do not use a podium during presentation.
- For audiences of 50 or more please supply a riser and adequate lighting. Everyone in the room should be able to see me from the waist up.
- Whenever possible, make the room at the event too small, not too big. This is often overlooked and it makes a huge difference. It's also a good idea to dispense with round tables and pack people in together—at least for the speech itself.
- Please ensure that I have a well-lit performance area.
- Please provide a safe place for my belongings during the presentation.
- If a meet and greet is desired please provide a place to do so.

Tech communication

- 'Tech check,' with your AV technician(s) preferably thirty minutes to one hour before I present or before the whole event starts. It is requested that someone be present during the first 5 minutes of the presentation to double check that things are working properly.
- Conference Call is requested prior to event with main person responsible for overall AV to go over the technical side of the keynote. Typically this is done two weeks before the show date based on all parties availability.
- I will be available to communicate before our event. Email - christinevanloo@hotmail.com - is the quickest, most efficient and effective method to reach me. Please put the venue name in the subject line. I can call you from there.

Suggested Intro

- If I am speaking at an event you have scheduled, you or someone else will likely be introducing me. Feel free to use the bio on the [speaking](#) page. Use as much of it as you want. You are, of course, welcome to add more personal comments, but this will give you a head start.

Photos/Video

- You are encouraged to take pictures (flash photos are fine and do not bother me) and video the program as long as a digital copy is given to me free of charge within 30 days after the event.

Accommodations

- If your booking involves an overnight stay, please be sure to find a hotel that's either at or close to the venue or to the airport (within 10 miles), and book a non-smoking room please.

Christine Van Loo

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