

# DR. RUBEN // AV SET-UP SHEET

## PowerPoint/Keynote and (if applicable) videos

- Dr. Ruben uses PowerPoint or Keynote and sometimes, a few short videos. He'll bring his own laptop (MacBook Pro) to run from the stage (connection: either VGA or HDMI), as well as his own slide advancer. Please provide an audio cable for sound hookup if videos will be used (he will also bring back-ups on a thumb drive).
- If you would like him to use your own PowerPoint template, please notify us at least 30 days prior to your event.
- Please note: Dr. Ruben MUST run his slides from his computer due to proprietary designs and fonts that may not function with other machines. However, he will bring a back-up of his slides as a PDF on a thumb drive in case of any technical difficulties.

## Microphone

- Please provide one cordless E6 or lavalier microphone, and if the group size is above 100, at least one cordless microphone and 1-2 people to take audience questions.

## Technical Support

- Please ensure there is a technical support professional on-site for any sound or video projection issues (a house phone is fine—as long as someone is on the other end!)

## Stage Set-Up

- Please provide one small table on the stage with one bottle of distilled water.
- Dr. Ruben doesn't like to stand behind a podium, so if there is one on stage for other speakers that day, it's best if it's off to one side (though he can work around it if that isn't possible). If Dr. Ruben is speaking from an interview format on the stage, please provide two comfortable medium size chairs for him and the host, with a small table in between and if possible, fresh small flowers in the middle of the table.

## Introduction

- Please use Dr. Ruben's speech introduction, which can be found on this page under "Meeting Planner Tools."

## Video and Photographs

- Recording is permitted with advanced agreement. If you plan to video or audio record any portion of Dr. Ruben's program, please contact our office to request the Recording Agreement. Depending on the intended usage, rights of the recording may remain as Zone14's and/or an additional licensing fee may apply.