

Technical *requirements*

Domitille Kiger speaks standing, in movement, with video sequences that carry sound. The audio quality of those sequences is part of the content: it is the most important technical point on this sheet.

ALL CONFIGURATIONS

The common base

- **Headset microphone** of the “Madonna” type, flesh coloured if possible. Hands stay free for the whole keynote.
- **An additional handheld microphone** for questions from the floor, or two roving microphones if the audience is over 300 people.
- **16:9 projection**, projector or LED screen, brightness suited to the room.
- **Video sound routed through the room PA**. Never through the laptop or projector speakers. The freefall sequences carry a significant part of the message.
- **An accessible HDMI input**, plus a **3.5 mm jack** if the audio does not travel over HDMI.
- **A presentation remote** (clicker) with pointer, tested before the keynote.
- **No lectern in the centre of the stage**. The keynote is delivered on the move, on a clear stage.

CONFIGURATION A

Audience over 250 people

- The common base above.
- **A confidence monitor** facing the stage showing the slides, or Presenter view feedback if the laptop is at front of house.
- **Stage audio foldback** so questions from the floor can be heard.
- **A clock visible from the stage**, or a countdown at front of house.
- **Technical crew present** for the whole keynote.

CONFIGURATION A, CONTINUED

Two setup options

- **Option 1, laptop on stage.** High table or side table at the edge of the stage, with accessible HDMI input and 3.5 mm jack. Control monitor facing the stage optional.
- **Option 2, laptop at front of house.** Files sent in advance, full run through with sound required. Presenter view feedback facing the stage.

CONFIGURATION B

Audience of 50 to 250 people

- The common base from the previous page.
- **Headset microphone**, or handheld microphone if the room is equipped accordingly.
- **High table or side table** at the edge of the stage for the laptop, with HDMI input and 3.5 mm jack.
- **A confidence monitor is desirable**, not essential at this audience size.
- **16:9 projector** with sound routed through the room PA.

CONFIGURATION C

Audience under 50 people

- **Video sound is essential**, even in a small group. One external speaker is enough if it is connected to the laptop.
- **A table for the laptop**, with HDMI input and 3.5 mm jack.
- **16:9 projection** or large screen.
- **Microphone not required** below 50 people, unless the room is difficult.

ROOM

Light, stage, layout

Stage	Clear space allowing lateral movement. No furniture in the centre.
Light	Face lit for the whole keynote. Room lights down during the video sequences, without total darkness on stage.
Screen	Positioned so the speaker never has to turn her back to the room.
Layout	Theatre or half circle preferred. Round tables reduce interaction, without being a deal breaker.
Backdrop	Plain. A very light backdrop reduces the legibility of the freefall sequences.

SCHEDULE

Before, during, after

Arrival on site	90 minutes before the keynote starts.
Technical run	30 minutes, stage free, with the video sound and the microphone. This run is not optional.
Length	20 to 90 minutes depending on the format, questions included or in addition.
Green room	A closed space, room temperature water.
Contact on the day	A single contact, reachable, identified in advance. This is the point that avoids the most trouble.

RECORDING

Photos and video

- **Photos during the keynote:** allowed.
- **Video recording:** subject to prior written agreement, stating the use and the distribution period.
- **Live or remote streaming:** to be flagged from the brief onward, it changes how the keynote is built.
- **Presentation slides:** not for distribution after the event, they make no sense without the story that goes with them.

MINIMUM CHECKLIST

- Headset microphone tested, plus a handheld for the room
- 16:9 projection with an accessible HDMI input
- Video sound through the room PA
- Confidence monitor or Presenter view feedback
- Working presentation remote
- Clear stage, no lectern in the centre
- 30 minutes of technical run, stage free
- A single technical contact on the day

Any room constraint can be discussed in advance. Flagged in time, it causes no difficulty; discovered on the day, it costs everyone time.