

Randall can work with just about any room configuration or streaming platform, but for audience members to get the most from the presentation, please use the following guidelines:

In-person presentations



MICROPHONE

Randall requires a wireless lav microphone, as he needs both hands free, and tends to move around the stage



STAGE SET-UP

No podium, or if there is one, it should be far enough to the side of the stage that it does not distract. If readily available, a “cocktail” height table for his materials (and water), placed just off to the side



AUDIENCE SEATING ARRANGEMENTS

Anything is fine, so long as everyone has clear line-of-site to the stage. Try to minimize the space between the stage and the first row of chairs, so that the audience has a more direct connection to Randall.



FOR PRESENTATIONS THAT REQUIRE POWERPOINT

For large groups, either a low table in front of the stage where a laptop can be plugged in, or a table to the side where the laptop can be plugged in, but with a monitor at floor level in the centre of the stage. For smaller groups where he will interact with the computer during his presentation, a cocktail-height table in the front-side of the stage. Randall will use his own laptop and remote control



INTERNET CONNECTIVITY

For presentations to large groups, this is usually not required. If PowerPoint is being used, Randall will have screen shots of all required pages. For workshops or presentations to smaller groups (less than 100 people), then Internet connectivity can allow Randall to respond to questions by going live online. If this is a hybrid presentation (in-person and streamed), please speak to Randall directly.



TWITTER WALL

There are pros and cons to having “live” user feedback during the presentation. If this is required, please provide a second video screen, projector and computer with WIRED internet access. In addition, a secondary mirror monitor at floor level is also required, to allow Randall to monitor feedback without turning his back to the audience



BOOK SIGNING

If Randall is signing his books, please arrange for a table near the back of the room for this purpose.

Virtual presentations



PLATFORM CHOICE

Randall has worked with just about every platform. Please note that each platform has unique capabilities and constraints, and this will impact the participant experience – and what Randall can deliver. (For example, if you require Randall to use a platform that does not support break-out rooms, then break-out rooms will not be possible.) If you are unsure which platform might be best for your event, just ask Randall for his input. Note: Randall must have “Administrator” or “Host” rights to properly deliver the presentation – please ensure that this is possible with your platform!



DELIVERY

We have equipped our studio with a 1Gb fiber internet feed, redundant connectivity, redundant computer systems, multiple monitors, cameras, microphones, and appropriate lighting. To ensure the best attendee experience, we will deliver all virtual presentations from our studio, unless your organization chooses to use a professional studio that is set up for streaming.



LARGE PRESENTATIONS

Depending on the number of attendees and your desired audience experience, you may also require a number of other people to handle key roles:

Moderator: To introduce Randall, manage online Q & A during the presentation, and select questions for Randall to answer at the end of the presentation.

Online Producer: This person will coordinate the technical rehearsal beforehand, and is responsible for addressing all technical issues from attendees during the presentation. They will do this via chat, email, messaging, and possibly telephone.



VIRTUAL PRESENTATION FORMAT

Randall is able to do his presentations standing, as a boardroom roundtable, a head-and-shoulders facilitated workshop, or in an interview format. The attendee experience can be very different, depending on these choices. Early in the process, we will need to agree to the format that would work best.