



# Speaker Requirements **Stefan Swanepoel**

- Presentation Requirements** : A LCD projector that connects to a laptop computer is required to be supplied by Client. Client agrees to furnish all necessary amplification and projection equipment.
- Own Computer** : Speaker will use his own Apple MacBook as too often Event/Client computers do not have the same settings and fonts resulting in issues with the slide deck. Speaker will supply the Apple dongle to connect to standard projector cables. Slide deck is designed in Apple's Keynote (Apple version of PowerPoint).
- Access to laptop** : Speaker requires direct access to his laptop on a table on, or near the stage.
- Clicker** : Speaker will use his own wireless remote to forward the slides himself and does not require a third party to forward slides.
- Audio connection** : As the Stefan's presentation usually include significant video, an audio connection for the laptop is required. Said connection should connect to either to the public address and/or separate speaker system as set up by hotel or AV staff.
- Microphone** : Stefan requires a wireless lavalier (clip on) mic and does not use a handheld or a countryman. No podium is necessary.
- Screen Dimensions** : Slides are formatted to the new 16x9 widescreen format. Please ensure that the project format and screen is set up accordingly. If not, please advise us at least two weeks before the event in the advent that changes need to be made to the slide deck.



16 x 9 Format  
(Preferred)

This is the newer wide-screen format that is 78% wider and preferred at the majority of venues. Intended for large audiences and big rooms.



4 x 3 Format

Original format that is still used in small meeting and with older equipment.