Audio

- Microphones: high-quality microphones to ensure the speaker's voice is clear and can be heard over any background noise. The type of microphone (e.g., wired, wireless, lavalier) will depend on the speaker's needs for the event.

- Speakers: Suitable speakers needed based on the venue size.

- Small room: A portable PA system with two speakers is often sufficient.

- Soundboard/Mixer:

- Sound check: A pre-event sound check is crucial to test audio levels, check for feedback, and ensure consistent sound quality throughout the venue.

Visual

- screen or a projector bright enough to handle ambient light.

- **Lighting:** Consider adjustable lighting systems for ambiance and functional lighting for the presentation itself. Ensure there is enough light for the speaker without creating glare on the screen.

Presentation and connectivity

- Laptop: The speaker has a laptop with presentation software (like PowerPoint or Keynote).

- Clicker/remote: Provide a slide advancer if needed to help the speaker move through their slides smoothly.

- Connectivity: High-speed Wi-Fi and reliable internet are necessary for live streaming or for accessing cloud-based content.

Support and technical

- Technician: An on-site AV technician is invaluable for managing equipment, ensuring smooth transitions, and troubleshooting issues.

- Staff support: Having a "speaker liaison" can help manage the presenter's experience from arrival to going on stage.