

# AV Requirements

Thank you for joining The RED CARPETING initiative as we partner to raise our individual and collective Belonging Quotients!

We appreciate your willingness to accommodate as many of these requests as possible.

- Abam prefers not to use slides during her talk. HOWEVER, she will happily accommodate your request to do so. Either way, she will share slides and other materials related to her talk which can be used as prereads or takeaways.
- Abam is happy to use your house equipment but please be sure to allow for testing time at least one hour before she speaks to ensure compatibility.
- Abam prefers a hands-free microphone as she is naturally demonstrative and prefers to have her hands free to fully engage your audience. A clip-on lavalier is preferred but where no other options exist, Abam will work with a handheld microphone.
- To maintain the energy, vibrancy and focus of your event, please avoid serving food or clearing plates during Abam's presentation.
- If you wish to record the event, please notify Abam or a member of our team in advance. We have various licensing options available which we can talk through if you are hoping to record her presentation for future distribution. Relatedly, please do not post any slides or other content that you may have received from our team for the attendees without first running it by us.
- Another priority of Abam's will be to help keep your event running smoothly. If you get behind schedule, she will be flexible to your guidance as if you want her to cut her part or do her full time. Either way, it helps if you can have a clock that is easily viewable from the stage to help her adjust accordingly.

# AV Requirement

- Abam is happy to meet and greet attendees post event, so don't hesitate to ask so we can plan in advance.
- If and when booking Abam's hotel reservation, please reserve a non-smoking room guaranteed for late arrival.
- Note that Abam splits her time between the US and Singapore, and will be traveling from either depending on the time of year. At the time of booking, let's discuss where Abam will be traveling from for in-person events.

We are incredibly excited to be partnering with you and look forward to making this a memorable and impactful event. Please do not hesitate to reach out to us with any questions.

*Abam Mambo*