



•Marta  
Pardo

**Global Keynote Speaker  
& Master of Ceremonies**

## **FACE-TO-FACE A/V REQUIREMENTS**

### ***Marta will bring***

- HP EliteBook Notebook
- A PowerPoint presentation in 16:9 aspect ratio
- A 33Lx15Hx12P toolbox
- A 35 diameter racing helmet
- A pair of gloves

### ***Marta needs***

- Review and test the equipment and room the day before the event or at least 1 hour before the start of the event on the day
- A plug next to her to connect her computer if needed
- A wireless remote clicker to change slides
- A "bar table" dressed in black on the left side of the stage with space for: A laptop with possibility to charge if necessary (to see with her before)
- A black-clad "bar table" on the right side of the stage with space for: her toolbox, car helmet and gloves
- A headset microphone preferably or wireless lapel microphone
- A clock or countdown to set on stage
- Maybe two flipcharts on stage
- The first part of Marta's presentation will begin with energy engine music
- A VGA or HDMI screen and a projector according to the size of the room
- Sound and lights in adaptation to the room and the moments of passage according to Marta's request
- One platform
- If food and drinks are served: preferably no lamb, no pork and still water

### ***Marta allows***

- Videographers and professional photographers at the event.
- However, she will validate the distribution of these and request copies for use in her own marketing materials.

## ONLINE A/V REQUIREMENTS

### ***Marta needs***


- To check and test the system at least 1 week before the event and also 1 hour before the start of the event on the same day.

A co-facilitator who manages chat, technology, spotlights and possible leaks.

Feel free to contact us at any time if you have any questions.

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*Marta Pardo*