Speaker technical questionnaire

Please return by the date below

VIRTUAL STUDIO EVENTS

Speaker name

Session title

Event

Session date and time

Return by

Completed by

Presentation format

Tell us how your slides are built.

Which software are your slides in (PowerPoint, Keynote, Google Slides, other)?	
What aspect ratio are the slides: 16:9 or 4:3?	
Roughly how many slides, and how long do you expect to speak?	
Will anyone else advance the slides for you?	

Video and sound

Anything with sound needs a separate check.

Do your slides include video clips? If so, how many and how long?	
Do the clips have sound, and are they embedded or linked?	
Will you play any music or audio on its own?	
Do the clips have captions or subtitles?	

Fonts and files

Which fonts do you use outside the standard ones?	
Can you send the fonts, or export the slides to PDF as a backup?	
What is the file name and version of the final deck?	
Do the slides link to anything online?	

Laptop and show machine

Do you plan to present from the show machine or from your own laptop?	
If your own laptop, what ports does it have and does it need an adapter?	
Will you need to demonstrate software or a website live?	
Who is your technical contact if the producer needs to speak to someone?	

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Clicker and confidence monitor

Do you want a clicker, or will someone advance for you?	
Do you want a confidence monitor showing the current and next slide?	
Do you use a script, notes or a prompter, and in what format?	
Do you need a timer or a count-up visible on stage?	

Microphone

Some choices change what we can fit.

Which mic do you prefer: lavalier, headset or handheld?	
Will you wear earrings, a necklace, a scarf or a high collar?	
Do you have a beard or long hair that may touch a lavalier?	
What will you wear (jacket, dress with no pocket for a pack)?	
Do you have any hearing aids or other devices we should know about?	

Access and mobility

Do you need step-free access to the stage or the green room?	
Do you need a seat, a stool or a lectern at a particular height?	
Is there anything the stage team should do to help you on and off stage?	
Do you use a hearing loop, captions or sign language support?	
Is there anything about the room or lighting we should adjust?	

Remote or in the room

Will you speak in the room or join remotely?	
If remote, which device and connection will you use, and is it wired?	
What time zone are you in, and when can you do a test call?	
What is a mobile number we can reach you on during the event?	

Consent to record and stream

Wording to be agreed with the organiser.

Do you agree to your session being recorded and streamed live?	
Do you agree to on-demand viewing after the event, and for how long?	
Do you agree to your slides being shared with attendees?	
Is there anything in your session we must not record or share?	

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Deadlines

What date will you send final slides and videos?	
Who will send them, and by what method?	
Are there any changes you may make after the deadline?	
Which date and time can you attend the rehearsal?	

How to use this

- Send with the speaker's confirmation and a clear return date.
- Chase a week before the deadline and ring anyone who has not replied.
- Pass the microphone and access answers to the sound engineer and floor manager.
- Have the consent wording approved by your own legal adviser.

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