

In-Person A/V Requirements

- Lavalier microphone
- Handheld microphone for audience Q&A
- Computer or set up for slides
 - will send in advance and bring on flash drive
- Remote for slide advancement, if available.
- No podium
- If possible confidence monitor with timer
 - Dr. Romie has no notes for her talks,
 - please display full screen slides
- Please let us know the color of the set and backdrop
- Note for lighting if you have a black background:
 - Dr. Romie has dark hair.
 - Please adjust lighting as necessary
- Please provide method for audience Q/A interaction:
 - microphones, questions in conference app, etc
- We request to keep bottle water on stage for Dr. Romie, thank you.

Technology Checklist

Contact and Introduction Details:

- Pronunciation of name: Dr. Romie (rhymes with homie)
Mushtaq (moosh-talk)
- Dr. Romie's contact, in case of schedule change or other situation:
 - Direct email drromie@drromie.com
 - Direct cell phone number: 407-494-8086

Dr. Romie's Equipment for Virtual Presentations

- 2021 Mac studio display
- 2021 MacBook Pro
- Camera: Logitech 4K Brio HD
- Audiotechnica microphone
- Wired Internet connection: Ethernet with high speed internet connection (commercial not residential)
- Professional lighting and background
- Dr. Romie uses Keynote for slides, please let us know if your platform requires Google Slides/Powerpoint (common for Google meet up)

Presentation Requests:

- Host from your Company to introduce Dr. Romie and assist with Q&A
- Ability to share a link for digital educational materials (hosted on Dr. Romie's website)
- Interactive session with chat enabled is preferred. This is used for audience engagement throughout the presentation.
- Polls if available (we will provide text in advance for 1-2 polls)
- Q&A period after presentation with ability for participants to submit questions.
- Company host to read Q&A without names.

Technology Checklist

Zoom:

- If using your platform, please invite Dr. Romie in advance as a "Panelist" (drromie@drromie.com).
- Screen sharing ability needed, with full control for Dr. Romie.
- Dr. Romie's video should be pinned once the presentation begins and all others are requested to turn off their video at this time.
- Chat and Q&A features are requested for use during the program. Please advise in advance if these are not available.
- If Zoom Meeting is being used, Moderator should ensure all participants are muted except when asking questions during Q&A.
- Technical support from the client team is requested during the presentation, when using on the client's platform.

Webex

- Please invite Dr. Romie in advance as a "Panelist" (drromie@drromie.com).
- Screen sharing ability needed, with full control for Dr. Romie. Ensure there is a smooth transition from the moderator to Dr. Romie.
- Dr. Romie's video should be pinned once the presentation begins and all others are requested to turn off their video.
- Please pin Dr. Romie's slides side by side to the live screen of her speaking at a 1:1 ratio if possible.
- Chat and Q&A features are requested for use during the program. Please advise in advance if these are not available.
- Test for communication/audio/visual delays.
- A final tech check 30 minutes prior to the program is requested.
- Technical support from the client team is required during the presentation.

Technology Checklist

Microsoft Teams:

- Please let us know if presentation is in webinar or meeting mode
- Screen sharing ability needed, with full control for Dr. Romie. Ensure there is a smooth transition from the moderator to Dr. Romie.
- Dr. Romie's video should be pinned (if possible) once the presentation begins and all others are requested to turn off their video.
- Please pin Dr. Romie's slides side by side to the live screen of her speaking at a 1:1 ratio if possible.
- Chat and Q&A features are requested for use during the program. Please advise in advance if these are not available.
- Test for communication/audio/visual delays.
- A final tech check 30 minutes prior to the program is requested.
- Technical support from the client team is required during the presentation.
- Please ask your host or Tech Team to keep all other guests muted during the presentation