

TECHNICAL & EVENT REQUIREMENTS



Thank you for booking Dr. Ralph J. Hughes for your event.

Please note that these requirements are intended as professional preferences designed to support an exceptional presentation experience and may vary based on venue size, organizational resources, and event format. We are happy to work collaboratively with your team regarding any specific accommodations or logistical considerations.

The following technical and event preferences are provided to help ensure a seamless presentation delivery and an exceptional experience for your audience.

Audio Requirements

- Wireless lavalier microphone preferred*
- Wireless cordless handheld microphone acceptable as backup
- Professional-quality sound system suitable for room size
- Clear audio with no feedback or distortion
- Audio technician available onsite during presentation

Visual & Presentation Requirements

- Large projection screen(s) visible to entire audience
- HDMI connection preferred
- Confidence monitor preferred for larger venues
- Proper lighting on stage and speaking area
- Ability to dim house lights for video or slide presentations when appropriate

Important Considerations

*Wireless lavalier microphones are preferred to allow full audience engagement, movement, and interaction during presentations.

Fresh batteries available for all wireless microphones

Presentation clicker/remote available if needed

The client/event organizer is encouraged to:

- Professionally photograph the event
- Professionally record video footage when possible
- Share approved photos and video clips with Dr. Hughes following the event for promotional purposes

Note: Event organizers are kindly asked to notify Dr. Hughes in advance if the presentation will be livestreamed, recorded, or distributed publicly.

TECHNICAL & EVENT REQUIREMENTS



Stage & Room Setup

- Elevated stage preferred for audiences over 100 attendees
- Clear and unobstructed stage area
- Podium optional depending on presentation style
- Stool or small table preferred when applicable
- Water available on stage (room temperature preferred)

Technical Check

- A/V and sound check preferred at least 60–90 minutes prior to presentation
- Onsite A/V contact or technician available before and during presentation
- Test of audio, video, lighting, and presentation slides prior to audience entry

Presentation Environment

To create the best audience experience, the following are appreciated whenever possible:

- Audience seated before presentation begins
- Limited room distractions during keynote/workshop
- Phones silenced during presentation
- Minimal food service interruptions during keynote delivery

Additional Notes

Dr. Ralph J. Hughes is committed to delivering a high-energy, impactful, and transformational experience for your audience. These preferences are intended to support presentation excellence and ensure the highest-quality experience for attendees and event partners.

Stakeholder Appreciation

Thank you again for the opportunity to serve your organization.

— Dr. Ralph J. Hughes

TEDx Speaker | International Keynote Speaker | Leadership Trainer

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