

PRE-PRESENTATION INFORMATION



The following information addresses technical requirements and miscellaneous information associated with a presentation by DEA Narcos. Please provide to all venues.

TECHNICAL REQUIREMENTS

- **Lectern or podium:**
 - Not required – prefer one high top table and two bar stool type chairs
- **Type of microphones:**
 - Preferred are two wireless Lavalier-style over-the-ear or clip-on microphones
- **Types of multimedia:**
 - Sound
 - Videos (imbedded in presentation, but also available individually)
 - PowerPoint presentation
- **Equipment needed for presentation:**
 - Projector with audio capability
 - Screen(s) for viewing
 - Remote slide advance device
- **Equipment provided for presentation:**
 - Macbook Pro laptop computer containing PowerPoint presentation
 - Thumb drive containing PowerPoint presentation
 - AV converter connections and adaptors (Thunderbolt to VGA, HDMI)
 - Remote slide advance device
- **Ratio of presentation:**
 - 16:9 – can provide 4:3 ratio if notified in advance

MISCELLANEOUS

- A/V sound check is requested 60-120 minutes prior to opening doors.
- Normally, the presentation is not provided in advance due to copyrighted materials. There are exceptions. Please contact our agent for further details.
- Length of presentation is 45-150 minutes (longer versions include a 15-20 intermission), and is customized for each event to meet the needs of the client. This includes a 10-30 minute Q&A at the end of the presentation, if requested.
- An Introduction is provided; however, the host is free to edit or not use this Introduction.
- A pre-event conference call is available if requested.
- Prior approval is required to videotape/record this presentation.
- Photographs during presentation are allowed.
- Prior approval is required for any media to attend an event. It is rare that DEA Narcos will not approve this, and in most cases, the presenters agree to media interviews on-site.
- DEA Narcos merchandise is available for sale during an event. Please contact our agent for further details.