



A/V Requests

We appreciate your assistance in planning ahead to make Jen's presentation incredible. thanks for passing this along to your audio/visual team so they can be set up for success as well.

- **Clear stage**

No need to add a lectern or a podium. Jen prefers to have wide-open space to move around during her talk.

- **Jen's laptop on stage, down-right**

Jen presents using her own laptop and slide advancer.

- **Confidence monitor**

- **Quiet room one hour prior to taking the stage**

To better serve you, Jen requests a private room where she will not be interrupted for the hour immediately prior to her talk so she can focus.

Thanks so much!

- Jen