Technical Requirements

A little preparation helps Darren deliver a session your audience can hear, see and get involved in. Please share this page with your venue and AV team, and let the INK team know early if any requirements need discussing.

PRESENTATION LAPTOP & CONNECTIONS
Darren presents from his own Microsoft Surface Pro laptop and carries his own adaptors, dongles, cords and presentation remote.

Please provide:

- An HDMI connection to the projector, screen or venue display system.
- Mains power and a stable table or stand for the laptop near the presentation position.
- A connection to the venue sound system for presentation audio and video.

Darren prefers to run his presentation directly from his Surface Pro to maintain formatting and control of the content. If your venue requires a different arrangement, please discuss this with the INK team beforehand.

BACKUP LAPTOP & INTERNET
Please have a spare Windows laptop available with a working version of Microsoft PowerPoint, a USB port or suitable adaptor, and connectivity to the venue's AV system.

Darren carries a backup presentation on a USB stick and has an online copy. Reliable internet access and any Wi-Fi login details should be available during setup so the online backup can be accessed if needed.

Please advise us of any restrictions on USB devices, downloads or connecting external laptops before the event.

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MICROPHONE & AUDIO

A wireless headset microphone is preferred, with a wireless lapel microphone as an alternative. Darren moves around while presenting, so a fixed lectern microphone is generally unsuitable. Please ensure fresh or fully charged microphone batteries are fitted and spares are available. For larger audiences, a roving handheld microphone is helpful for questions and participation. Any presentation video or audio must play through the room's sound system and be tested beforehand.

SCREENS, LIGHTING & STAGE

Please ensure the screen is clearly visible from all audience seating positions and lighting allows Darren to move around while remaining visible without washing out the presentation. The stage or presentation area should be clear of obstacles, with cables secured. Darren generally presents away from a lectern. For larger venues, a confidence monitor showing the current slide and a visible countdown timer are appreciated where available.

TECHNICAL CHECK & SUPPORT

Please allow at least 30 minutes for an AV check at an agreed time before the session, with a technician available to assist. The check should cover laptop connectivity, slide display, video and audio playback, microphone levels and presentation remote range. Please also test the backup laptop and agree how to switch to it if required. A technician or nominated AV contact should remain available throughout the presentation. Confirm the MC introduction, any opening video and stage-entry cues during this check.

HANDOUTS & AUDIENCE SETUP

Handouts need to be distributed to all participants at the start of the presentation. Please nominate enough people to help so this happens promptly. The INK team will confirm the final handout files, printing responsibilities, quantities and print instructions before the event. Please provide pens and, for workshops, suitable tables or writing surfaces. For interactive workshops, round tables seating eight to ten people are preferred, positioned so everyone can see Darren and the screen.

RECORDING & CONTENT SHARING

Recording of the session is not permitted unless confirmed in writing with the INK team before the event. This includes audio, video, livestreaming, screen recording and automated transcription or AI meeting assistants.

Please communicate this requirement to your AV team and attendees, and disable any automatic recording systems. Any approved recording must follow the agreed conditions for use and distribution.

Presentation slides and workshop materials must not be uploaded, published or distributed beyond the agreed audience without written permission.

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FINAL DETAILS

Please send the final run sheet, confirmed session duration and AV contact details to the INK team before the event. Let us know about any accessibility requirements, including captioning, so arrangements can be agreed in advance.

Water near the presentation area and a whiteboard or flipchart with fresh markers for workshops are appreciated.

Questions or venue limitations? Contact Jules or the INK team—we'll work through the setup with you.