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Subject: DOI All Hands/Town Hall Meeting

Date: Tue, 18 Feb 2025 18:00:08 +0000

Importance: Normal

Attachments: unnamed; 20250224_Captioning_Employee_Town_Hall.docx;
20250214_ASL_Doi_Employee_Town_Hall_.docx

Details

Start time: 1:30pm

Guest arrival: 1pm

Guest: 600 expected overflow in Bison Bistro

Run time: approximately one hour

Run of show: Pending

Room Requirement

- Stage curtain open with mural displayed
- Podium: **TBD**

AV Requirements

- 2 Wireless lavalier Microphones
 - primary
 - back up
- Tele-prompted remarks: No. PowerPoint with notes to second confidence monitor
- Off stage Announce
 - Push to Talk microphone at client Tech table
- 2 Confidence monitors
 - Notes slideshow
 - Slideshow
- Projector
 - slide show repeated throughout remarks
- 4 iMags
 - two inside first break, facing stage - notes
 - two 'pit' area, facing attendee - **Slideshow**
- Web cast
 - vimeo to DOI.gov/live
 - **pending cover slide**
- Caption requested - Attached Request and confirmation number
- ASL interpreter requested - Attached Request and confirmation number

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