

From: "OFAS, Meetings Events" <OFAS_Meetings_Events@ios.doi.gov>

To: "Ackerman, Jennifer A" <jennifer_ackerman@ios.doi.gov>, "Mcsheffrey, Kathleen C" <kathleen_mcsheffrey@ios.doi.gov>, "Repass, Kristin E" <kristin_repass@ios.doi.gov>, "Martin, Kathryn A" <kathryn_martin@ios.doi.gov>, "Johnson, Ashley A" <ashley_johnson@ios.doi.gov>

Subject: TBD: DOI All Hands/Town Hall Meeting

Date: Tue, 25 Feb 2025 15:40:11 +0000

Importance: Normal

Attachments: unnamed

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 Requirements

- 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 pending - TBD**
- **ASL interpreter pending - TBD**