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Subject: DOI All Hands/Town Hall Meeting

Date: Wed, 12 Feb 2025 17:16:02 +0000

Importance: Normal

Attachments: unnamed

Details

Start time: **TBD**

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: **TBD**
- Off stage Announce
 - Push to Talk microphone at client Tech table
- 2 Confidence monitors
 - Teleprompter
 - Slide show
- Projector
 - slide show repeated though out remarks
- 4 iMags
 - two inside first break, facing stage - teleprompter
 - two 'pit' area, facing attendee - **Slideshow**
- Web cast
 - vimeo to DOI.gov/live
 - **pending cover slide**
- Caption requested - **Pending start time**
- ASL interpreter requested - **Pending start time**