The Futures Agency GmbH
Schmelzbergstrasse 40
8044 Zurich
Switzerland

booking@thefuturesagency.com
International: +41 79 861 41 42
D-A-CH: +41 44 586 90 06

Gerd Leonhard
- Technical Requirements -
v1.2019

gerd@thefuturesagency.com
+41 79 793 53 84

Preparations

1. For his slides, Gerd makes extensive use of graphics, videos, backgrounds and animations. They are essential to his presentations. Kindly **advise film teams to consider wide-angle takes whenever he points to slides**, or to prepare for adding the slides in post-production.

2. Latest 4 weeks prior to the event, Gerd requires these details and confirmations:

    •   **Projector output format and screen/aspect ratio**: to match the event room's projection specifications and for maximum audience impact, Gerd crafts his slides in the default **16:9 aspect ratio**. The format 4:3 is no longer supported.

    •   For larger events, **extra-wide screen setups and cinema-scope formats** are much preferred, allowing Gerd to make full use of his designs and animations which are customised for each large event (» underline). If your production plans supports such a setup please **notify us at least 4 weeks prior to the even**t which exact **pixel ratio** is required (e.g. 3840 x 1012). Once agreed we can no longer revert to 16:9.

    •   **Screen size**: the width and height of the screen (in centimetres, metres or inches) determines the canvas size as well as the resolution of Gerd's slides. Once design has started, the slides' size can't be changed anymore.

    •   **Microphone**: a wireless headset microphone is required, no clip-on or hand-held.

    •   **Feedback monitor**: for his free speaking style, Gerd Leonhard would appreciate a feedback video monitor to mirror his slides in front of him on the stage's floor. For audiences exceeding 200 guests, this monitor should be proportionally larger.

3. If requested Gerd will provide a **back-up copy of the presentation** on a USB stick, on location (.key format, and .pdf format – not PPT); however, these are to be used for back-up purposes only and shall not be used for public distribution.

4. A **technical check / rehearsal** should be scheduled at least 45-60 minutes prior to the opening of the conference or Gerd's presentation slot, with all required technical personnel present.

5. Please consider to introduce Gerd with a **short trailer before he enters the stage**. Any of the material provided here » http://gerd.fm/gerdintros can be freely used.

Stage

6. Gerd prefers to move around on the stage, which should be considered during stage design.

7. Gerd **uses his own MacBook Pro**, which must be with him on sage all the time (i.e. not in back room with production crew). If the use of another computer can't be avoided, Gerd must be informed at least 4 weeks prior to the event. Only Apple machines will be suitable, and must feature the latest Apple Keynote software.

8. After Gerd's MacBook has been installed at the podium or lectern, the client's **technical personnel must guarantee its safety** until Gerd actually starts his presentation.

9. A **standard HDMI** (preferred), VGA or DVI, and audio-out (mini-jack) is required. Gerd will bring all applicable VGA to Mac-Digital Video Out - adapters, a power-plug must be available, as well.

10. A **fast Internet connection is useful** but is not required unless the Mentimeter live-polling systems is used. If wireless Internet access is available, Gerd should be able to access it.

11. Kindly make a bottle of natural mineral water available at the lectern.