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Sent: 4/22/2013 5:02:41 PM
To: Stanford, Robert (robert.stanford@cpuc.ca.gov); 'Ip, Cyrus' (Cyrus.Ip@jud.ca.gov)
Cc: Doll, Laura (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=LRDD); Pete, Aaron (aaron.pete@cpuc.ca.gov)
Bcc:
Subject: AV Equipment for Safety Symposium

Cyprus and Robert,

There recently was a string of e-mails on audio/visual equipment for the Safety Symposium May 7th and 8th. I want to make sure that we are on track with getting everything set-up and that you have what you need. Here is a draft list of requirements that we have:

- Podium with microphone – fixed AND lavalier?
- Ability to show DVDs
- Ability to show PowerPoint presentations
- Lavalier mikes for panelists (6 mikes on a panel)
- Roaming microphones – at least 2

In addition, we have a few questions about who manages the following:

- Panel setup – comfortable chairs vs people sitting at tables?
- Who manages room temp?
- Lighting?
- Any special safety info we need to convey?

Also, we are planning to have a “dry run” on May 6th. We’ll need to have some AV support to

make sure that everything is functioning properly. Please let us know what we need to do to get all the details finalized.

Kind Regards,

Liza

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