



THE BIG JOY THEORY

Checklist of Preferences & Requirements for The Big Joy Theory Workshops and Presentations

We are joyfully excited to partner with you for this upcoming session. To ensure that all hearts are on the same page, we have created this checklist of requirements and preferences for workshops and presentations. Please review the list below and get back to us at joy@bigjoytheory.com with any questions or concerns you may have.

Video / Display

- A Microsoft Windows PC running (1) Windows 10 or later and (2) Microsoft PowerPoint 2019 or later, is required.
- A full HD (1920x1080 resolution) or better (e.g. 4K) 16:9 screen will be required for optimal viewing of the PowerPoint slides.
- For effective visibility of all participants, please know we use as small as 12pt font. However, all material that is truly important for participants to be able to read is in 20pt font or higher. For any participants that are visually impaired, please inform us in advance so we can make any necessary accommodations.

Technology: PowerPoint Files & Fonts

- Please provide us with an email address to send the full PowerPoint slide deck download link to. The link will be sent by The Big Joy Theory no less than 24 hours before the presentation unless otherwise noted.

Email to send files to: _____

- Open Sans Regular and Open Sans Bold fonts are the primary and predominant fonts used in our presentation materials. While we will always embed any used fonts in the PowerPoint files to be used, it is always best if the computer being used to present with already has the fonts loaded. If possible, please use these links to pre-load these fonts on the computer(s) to be used for presenting:
 - [Link to download OpenSans-Regular font](#)
 - [Link to download OpenSans-Bold font](#)

(for each link above, click the link and then click the download symbol in the top-right corner. When the file has finished downloading, open it on the computer to be used, and click "Install")

Audio

- For small to medium-sized rooms and/or audiences of 75 individuals or less:* No microphone or other audio equipment will be needed, and is not preferred, as Dr. Jax Black can joyfully project!
- For large rooms and/or audiences of 76 individuals or more:* A microphone, preferably a lavalier or earpiece, attached to a suitable sound system is preferred, however, within reason, we are happy to accommodate as needed.
- For any participants that are hearing impaired, please inform us in advance so we can make any necessary accommodations.

Room Setup

Jax prefers to engage deeply with the audience, so the less formality and structure, the better. Podiums or daises are not preferred. If on stage, no other accoutrements are required by Jax.

While we always defer to the host to determine the best setup for their needs. it is our experience that leaders are most engaged when there is an opportunity to see each other's eyes. So, any opportunity to have leaders face one another (i.e., U-shape, 10-person rounds, etc.) is strongly encouraged for maximum impact.

Documents & Physical Distributable Materials (as needed)

- For audiences of 75 individuals or less:* As needed, all physical distributable materials will be provided by The Big Joy Theory.
- For audiences of 75 individuals or more:* As needed, all physical distributable materials will be handled on a case-by-case basis.