



Room Set Up and Logistics

Audio Visual

Please provide the following audiovisual equipment:

- Wireless lapel microphone
- Wireless hand held microphone
- Projection unit for connection to my laptop
- Rear projection screen at center back of platform or two screens, each to one side of the platform

Platform and Seating

Where the event agenda requires alternate set up, I am happy to comply. Where possible, I respectfully request:

- Classroom seating with tables
- Chevron formation with center aisle
- Raised platform at least 8 feet wide by 4 feet deep and 1 foot high
- Steps to platform at front on left and right
- Podium to far left of platform
- Small round table on platform with water

Travel

Please provide the following where required:

- First or business class travel for flights of over 4 hours
- Airport transportation to and from hotel
- Hotel room, non-smoking, prior to or after the meeting based on travel

Recording

Prior written permission must be granted prior to event for any recording of the presentation. A recording fee will apply.