

Dr. Tasha Eurich

# SPEAKING LOGISTICS FORM

- **PowerPoint and (if applicable) videos**

- Dr. Eurich uses PowerPoint and sometimes, a few short videos. She'll bring her own laptop (Acer Aspire S) to run from the stage (connection: either VGA or HDMI), as well as her own slide advancer. Please provide an audio cable for sound hookup if videos will be used (she will also bring back-ups on a thumb drive).
- Dr. Eurich uses a default 4:3 PowerPoint aspect ratio—if you would like her slides to be in 16:9 (widescreen) format, or you would like her to use your PowerPoint template, please notify us at least 30 days prior to your event.
- Please note: Dr. Eurich MUST run her slides from her computer due to a proprietary font she uses that doesn't function with other machines. However, she will bring a back-up of her slides as a PDF on a thumb drive in case of any technical difficulties.

- **Microphone**

- Please provide one cordless E6 or lavalier microphone, and if the group size is above 100, at least one cordless microphone and 1-2 people to take audience questions.

- **Technical Support**

- Please ensure there is a technical support professional on-site for any sound or video projection issues (a house phone is fine—as long as someone is on the other end!).

- **Stage Set-Up**

- Please provide one small table on the stage with one bottle of water (and if it's easy, a Diet Coke!).
- Dr. Eurich doesn't like to stand behind a podium, so if there is one on stage for other speakers that day, it's best if it's off to one side (though she can work around it if that isn't possible).

- **Introduction**

- Please use Dr. Eurich's speech introduction, which can be found at <http://www.speakersoffice.com/speakers/dr-tasha-eurich/> under "Meeting Planner Tools."

- **Video and Photographs**

- Recording is permitted with advanced written authorization. If you plan to video or audio record any portion of Dr. Eurich's program, please contact our office to request a Recording Agreement. Depending on the intended usage, an additional licensing fee may apply.