

Susan Cain's A/V and Hotel Room Requirements

Staging

- Well-lit podium
- Pitcher of room temperature water and a glass
- System of seeing the slides as they are presented i.e. via a laptop on the podium or confidence monitor showing not only current slide but following slide as well
- System of keeping track of the time

CLIENT INITIALS _____

Microphone

- Wireless Lavalier microphone preferred, handheld microphone okay
- Please make sure all equipment (microphone) is tested, before Susan's arrival

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Screen & Computer Projection System

- Projector and adequate size screen for the audience to view
- Susan's PowerPoint presentation will be sent in advance to be pre-loaded, and will need confirmed receipt of her presentation by the AV team prior to event.
- A short video may be embedded in the PowerPoint presentation. Please make sure video clip plays properly with audio before Susan's arrival.

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Other

- If the Event is being held during a meal (or a part of a meal), eating must be complete, all dishes must be cleared, and wait staff must not be setting up (or removing) dishes during presentation.
- Pens for book signing (if applicable)

CLIENT INITIALS _____

Recording

We encourage video recording for archival purposes. A separate agreement will be required. If you plan to record any portion of Susan's presentation, please call or contact our office to request a Recording Agreement.

CLIENT INITIALS _____

Hotel

- Non-smoking room that does NOT allow pets
- Quiet room away from elevator and ice machine
- Nice view if possible (not over HVAC unit)
- Deluxe or Supreme King only - No suites please

CLIENT INITIALS _____