



www.KellyCharlesCollins.com

SUGGESTED AV & ROOM SET-UP

Kelly wants to ensure that your event goes off without a hitch and knows what works best for her keynotes and workshops. Please provide the following (if you can't for any reason, let us know so we can work out a suitable alternative):

1. Kelly asks that the Client organization provide a wireless lavalier microphone for her use for any audience over 20 people. She prefers a clip-on lav with a battery belt-pack, rather than an earpiece, handheld or podium microphone.

2. Unless specifically advised otherwise, Kelly requires a PowerPoint projector and screen set-up. If the screens are not in easy view from the platform - that is, where Kelly can see them without turning away from the audience - a "confidence monitor" should be provided.

3. We will send you her PPT a couple of days prior to your event if you are planning to load it into your AV system. If necessary, she can run the PPT off her PC, using her VGA cords to plug into your PPT system.

4. There is lively audience participation in every one of Kelly's presentations, so she recommends that you have "mike runners" circulating with 2-4 microphones (depending on size of group) in the audience. Alternatively, you may have wired microphones placed on stands in the venue, though participants are far more likely to use a microphone offered at their seats.

5. Kelly prefers that the audience be as near the platform as possible, ideally seated close together, theater or classroom style. When you spread people out across an expanse of huge round tables, the sense of intimacy and connection is greatly limited (ask any speaker). Think packed house.

6. Kelly does not use a podium (unless you expect her to use her laptop) though she would like a small table for water and books. If a podium is to be used for other presenters, please make sure it can be moved upstage and/or to the side so that the front of the platform is completely clear for movement.

7. Kelly does allow her presentation to be videotaped with advance written approval, as long as the video is for internal training use only for one year from the event date. Unless specifically negotiated, videos of her presentations are never to be distributed or sold. If the event is taped, Kelly requires that a DVD or electronic file be provided to her within 30 days of the event.

8. We are always happy to help you purchase Kelly's book at a volume discount. She can pre-sign books for "goodie bags" or hold a book signing on-site for your group.

9. Kelly is a very gracious presenter and delights in giving extra time to your attendees. Audiences love to spend a moment with Kelly after a presentation to chat, ask questions, or get books signed, so we highly recommend that you schedule a break immediately after her presentation.