TRAVEL AND LOGISTICS DETAILS

TRAVEL

- Arrives the day before the appearance.
- Travel buyout includes roundtrip business class airfare for domestic events
- For international events, Client arranges and pays for Charlene's preferred flights
- Client arranges and pays for up to 2 nights hotel accommodations on client's master account at venue hotel. If event is not at a hotel property, client should arrange and pay for a hotel close to the venue.
- Client arranges and pays for event-city professional ground transportation

VIRTUAL APPEARANCES TECHNICAL DETAILS

- Technical review or rehearsal to test connection and platforms.
- LAN connection and studio lighting, video, and sound are all available.
- Green screen is also available.

IN-PERSON APPEARANCE TECHNICAL DETAILS

- PowerPoint slides will be sent at least 48 hours in advance so that it can be loaded and tested on the event computer.
- Quick rehearsal to see the space, check slides and sound.
- Lavalier microphone if presenting to more than 25 people.
- Presentation clicker for slides.
- Strongly prefer having a countdown clock and confidence monitor, ideally showing presenter mode with next slide.
- Water on stage, room temperature if possible.
- Polls usually done with Mentimeter, will provide credentials.
- Consider scheduling a break right after Charlene's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "Hi", ask questions, and share the inspiration they gained from the presentation.