



AUDIO-VISUAL AND LOGISTICS REQUIREMENTS

For in-person events, Jenifer is a flexible speaker and can work with any room set-up the Client desires. That said, for maximum energy and interaction, she prefers to have audience members seated at round tables around the room so they can engage in the keynote discussion with other attendees.

For virtual events, Jenifer is happy to use the platform of your choice. She asks that someone from the Client company acts as “co-host” to introduce her, monitor the chat, and play along as needed.

She regularly interacts with the audience, so access to participants aids in that process through steps on each side of the ‘stage.’

Jenifer asks that the Client organization provide a wireless lavalier microphone and “presenter” for her use. Additionally, should the Client request a Q&A period within her presentation (which Jenifer is always happy to do) for audiences over 100, she asks that microphones be made available to participants so others may hear their questions. These can be wired microphones placed on mike stands in the venue or wireless mikes offered by “mike runners.” Please also provide a microphone and a “mike runner” for a smaller group.

Additionally, Jenifer often requests a PowerPoint projector set-up, access to wi-fi, and the opportunity to use audio and sound; if appropriate and acceptable to the client, Jenifer prefers engaging music for attendees before, during, and after the keynote discussions. She will happily provide her slide deck in advance. She prefers that it runs through the Client’s AV system, but she can run the PPT from her personal computer where necessary.

If the presentation is to be videotaped, Jenifer consents to the Client to use the tape for internal archival purposes for one year. Still, she requires that a copy of her presentation be provided to her within thirty days of the event.

Jenifer delights in giving extra time to your attendees. Audiences love to spend a moment with Jenifer after a presentation while she answers their questions. Jenifer will need a small table, chair, and area for her pop-up display.

Finally, Jenifer is always available to discuss set-up and content issues before the engagement and welcomes a pre-event conference call to ensure your best possible outcome.