



# SPEAKER REQUIREMENTS

Below we've listed some equipment and other venue- and speaking-related requirements we have for Tom's events. After booking Tom, you will receive a letter stating exactly what you will need to have in place at your conference.

The list below can be used as a good baseline:

## **Microphone**

- Wireless lapel microphone

## **Visual Aids**

- PowerPoint™ LCD projector (Tom will bring his laptop and presentation)
- Screen
- Easel pads, markers (optional)

## **Stage**

If the audience or workshop is more than 50 participants, a raised stage will help participants see Ed in action. The stage should be large enough for Ed to walk around on and for the table noted below.

## **Tables**

- A table (4 ft. or 6 ft.) should be provided on the stage.
- Client will also provide a table for product sales, and
- 1-2 support person(s) to process orders. Volunteers should be outgoing and enthusiastic.

## **Recording**

- None (standard)

## **Breaks**

- There will be a 20-minute break following Tom's presentation for product sales, signing autographs and photographs with audience members.
- Food service should stop five (5) minutes before the speaker's introduction and remain stopped until 20 minutes after the presentation.



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## **Product Sales**

- Will be held either at back of conference room or in lobby or hall.
- Client will provide a table for product sales, and
- 1-2 support person(s) to process orders. Volunteers should be outgoing and enthusiastic.

## **Transportation**

- Tom's transportation must be provided to/from airport. (Please e-mail Tom or a member of his team a JPG photo of the person who will pick him up.)
- Airfare to/from the conference from either Tom's home base or work location should be booked 4-6 weeks prior to the conference and pre-paid.

## **Expenses (TO BE PAID in U.S. Dollars)**

- To be billed subsequently (various travel and printing expenses)
- Hotel costs (room/food) to be billed to your master bill