AV Needs

AUDIO VISUAL

- PowerPoint slides will be provided at least 48 hours in advance of the event and should be loaded to the conference computer system and pre-checked prior to Shereen's arrival.

- Shereen normally arrives 30 - 45 minutes before her presentation for an A/V check, which must be done with attendees not in the room. However, if that cannot be accommodated, an alternative time can be arranged.

- Shereen is flexible on microphone style, but a confidence monitor and countdown clock are strongly preferred.

- It's critical to have a clear front-stage area, as Shereen will be moving around the stage for maximum audience engagement. A podium at the front of the stage (center or side) blocks your audience's view of the speakers. Tuck furniture at least 6 feet from the front of the stage if you absolutely can't remove it.

- To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental. In cases where two or more screens are employed at least one screen should have Shereen's image and the other just the slides. No switching back and forth.

SCHEDULING & LOGISTICS

- To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's best to schedule a break before Shereen takes stage.

- Also, consider scheduling a break right after Shereen's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share their epiphanies. Plus, you get break-time conversations for people to discuss what they just learned.

- Because travel delays happen, Shereen prefers to arrive the night before. Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself.

- Please book a non-smoking room on a high floor with late checkout guaranteed.

SLIDES & HANDOUTS

☐ Please note Shereen doesn't convert her slides to anyone's templates. Shereen's presentation slides are designed to graphically supplement her verbal content.

☐ Shereen's full slide deck is not available for download, or for publishing as notes or a handout. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.

☐ Shereen owns and retains all rights to her material and content. They cannot be reproduced or distributed.

SCHEDULING & LOGISTICS

☐ Feel free to take as many flash photos as you'd like before the talk, but please no flash during the presentation.

☐ You agree that Shereen and her team have the right to photograph the session, as well, and use the photos online or in print.

☐ If we've agreed to permit recording of the session, plan ample time to test sound pick up and to verify that the sound patch doesn't interfere with the projection-output quality (sometimes an issue).

☐ Unless you specifically agreed to work it out, you don't have the ability or right to record and then resell or distribute Shereen's talk.

Shereen

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