



COLLABORATION & SETUP

Below is a helpful checklist to cover all our bases and provide the best experience for your audience. Please share it with your meeting planner and AV person as well, and if you have any questions or challenges, let me know so I can help and prepare.

Pre-event collaboration

+ I look forward to talking with you to get a true sense of what you are looking for. My goal is to add great value to your event, so I will have as many meetings or calls as needed to understand your goals and mission. I'm also happy to talk with other key personnel you may recommend, customers, or employees. If you or others have stories you want to share, I'm here for it. Or, if you're looking for advice or guidance, I'm happy to provide. I will read all materials you send so I can understand your background, challenges, triumphs and concerns. I will work with your production crew to ensure a seamless transition, music cues (if appropriate) and optimal AV preparation. I can even weigh in on program and event design, since I've planned events myself.

In my view, my job is to prepare well, and pay close attention to detail.

Schedules permitting, I will arrive early (the day before or day-of), to meet with you, sit in on sessions, snap photos, and chat with participants so I can really get a feel of the energy of your event.

I can weave your theme into my message, and, when it fits, also highlight insights from other presenters as well.

As part of our arrangement, would you please:

- + Provide a computer with powerpoint, a clicker, projector, screen, and small table
- + Make sure there is a working lavalier microphone. If one is not available, a wireless mic is fine
- + Ensure there is audio through the house sound system (a few of my slides have audio; I don't need an internet connection though)
- + I like to bring my presentation on a flash drive (or email it ahead of time); but if you need me to bring my laptop (which is HP, Windows), just let me know
- + And if that is the case, please make sure my laptop will properly connect to your system

- + If possible, I would really welcome the chance to see the room ahead of time and do a sound check (hopefully in an empty room)
- + Also if possible, could I please meet the person who will be introducing me and the AV person
- + Since I move around a lot, I prefer a small, moveable table to a podium
- + Having done a lot of meal-time talks, my ask is, if possible, if the talk happens during a meal, could you help arrange it such that everyone is done eating and the tables are cleared before the presentation begins

If you like, I am happy to:

- + Include your logo on my introductory slide
- + Use your slide templates
- + Bring my own clicker (I usually do as a backup anyway)

Recording and Streaming:

- + I welcome you to record of my presentation. And, if you do, I would like to request a copy of it (I also record my own presentations)
- + You are also welcome to livestream the event at the time of my presentation, and/or audio or video record the presentation for archival purposes. I am fine with you distributing the recordings after the event to registered attendees, as long as they are not shared publicly. If you do wish to distribute the recordings publicly, or use them in other ways not outlined herein, please inquire with me.

Again, please reach out to me if you have any questions or need help with any of these items. Thank you.



For booking information please contact Regan:

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