

## Speaker Bio & Introductions:

- ✓ Neen's bio and headshots for promotional and program use can be found and downloaded at [neenjames.com/resources](https://neenjames.com/resources)
- ✓ Please inform Neen who will be introducing her one week prior to the event, in writing.
- ✓ If Neen provides an introduction, it is requested that the person introducing the Speaker reads the introduction as written.
- ✓ Any changes the Client would like to make to Neen's introduction need to be approved by Neen, in writing, no less than 24 hours prior to the event.

## Sponsorship

- ✓ Neen must be informed and must approve if the session is being sponsored by a company other than the Client.

## Presentation:

- ✓ This is a copyrighted presentation. Neen is the owner of all rights, title, and interest in and to the topic, presentation materials, and the recording master, including the copyright.

- ✓ The Client has the right to replay the full presentation, in its entirety, for a period of six months beginning on the contracted event date.
- ✓ The presentation is to be available for registered and/or gated viewers only.
- ✓ Client does not have permission for any additional usage, or to resell or distribute the speaker's presentation without remuneration, written consent, and approval.
- ✓ The Client will not upload the presentation in part or in its entirety to any public website or social media platform.
- ✓ Neen does not provide the presentation deck in advance. If, however, it is needed for technical considerations, she is happy to provide upon request, within one week of the event date.
- ✓ The client may not distribute the presentation deck in any form. Upon request, Neen can provide a low-res PDF copy of the slides for distribution after the event.
- ✓ If the Client records the live presentation, a full resolution copy must be sent to the Speaker within thirty days of the event date.

## Presentation, continued:

- ✓ Upon request, the Speaker will include the Client's logo on the introductory slide, but does not use Client-provided slide templates.
- ✓ Unless otherwise agreed, the Speaker may provide related handouts (worksheets, distribution copy of the slides, etc.) via a download link shared during her delivery of the presentation.

## Logistics & Technical Requirements:

### Computer

- ✓ The Client will provide the room setup and necessary audiovisual equipment including, but not limited to:
  - Video projector and screen
  - 3.5mm (1/8") plug for audio to run out of the laptop
- ✓ In general, Neen prefers to run the presentation from her own, personal computer. In such cases:
  - Neen will project graphics/video via a Mac laptop computer running Keynote software and carries VGA and HDMI Mac adaptors for projector connection

- ✓ Neen will be using her own wireless remote presenter and will advance her own slides. In large ballrooms Neen is delighted to work with the team to use their system
- ✓ Neen does not require an Internet connection.
- ✓ Should the client wish for Neen to use the show computer, Neen is happy to accommodate with advance notice.

### Audio Requirements

- ✓ Neen travels with a DPA 4188 microphone with adaptors for Shure, SennHeiser and Audio Technica
- ✓ A professional sound system capable of room-filling vocal and musical audio is critical to a successful event.

### Live Camera Feed

- ✓ If a live video feed is being projected via iMag, Neen highly suggests a scheduled 15-minute rehearsal with camera operators and director.

## Logistics & Technical Requirements, continued:

### Stage

- ✓ Neen may require audience access during the keynote. Recommend the audience be kept as close to stage as possible. (No “moat” in front of stage).
- ✓ Neen does not require a Lectern/Podium. If one is used for other presenters, it should either not be positioned at the stage center, or be moveable to allow for audience participation to take place on center stage for non-obstructed viewing. Neen is too little to stand behind a lectern.

### Other

- ✓ A low cocktail table on stage with covering linen is appreciated.
- ✓ Food should NOT be served or cleared during performance
- ✓ Room temperature water is appreciated if available
- ✓ Access to the conference bookstore will be provided, or, a small table at the back of the room by main exit doors for book display and related material if Neen is doing a book signing at your event.

## Hotels

- ✓ Client is responsible for direct booking and covering the cost of a minimum two nights' Hotel Accommodations.
- ✓ Hotel accommodations should be booked, and hotel information and a confirmation number provided to Neen, no less than one week prior to the event.
- ✓ As a woman traveling alone, Neen requests the following considerations for personal safety reasons:
  - Four-star hotels or above, or, with prior agreement with Speaker, highest rated hotel locally available
  - Room must have a door that opens to an inside corridor, and above the first floor.

## Client Agreement:

**Initial:**

**AV Contact:**

**Phone Number:**

**Email:**