

MEETING PLANNER GUIDE

Preparing to have Dr. E speak at your event? Below you will find all the necessary requirements.

AUDIO/VISUAL

Please provide:

- LCD projector with PowerPoint capability.
- Facility wired for sound/audio.
- One hands free wireless microphone.

Dr. E travels with a MacBook Pro laptop.

Please schedule the AV Sound Check in close proximity to the start time of the keynote, or at an appropriate break in the event. This usually takes about 15 minutes.

INTRODUCTION

Ensure the introduction of Dr. E is high energy utilizing the prepared Keynote Introduction (please refer to the Meeting Planner tab to download).

PRESENTATION DISTRIBUTION/RECORDING

Professional photographs are permitted with all copies provided to Dr. E.

Audio/Video recording is granted on a pre-approval basis and with the following stipulations:

- Provide Dr. E with raw footage prior to production of final video, audio or still photographs.
- Provide Dr. E with edited footage.
- All materials must be for internal use only and password protected.
- The videos Dr. E shares in her presentation cannot be recorded and used in your finished product.