

AV NEEDS

BEN WHITING
CREATE A LIMITLESS CULTURE

**GLOBAL SPEAKER
ENTERTAINER
CONSULTANT**

AUDIO-VISUAL:

- The stage needs to be a minimum of 20' wide and at least 10' deep
- 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 Ben's arrival. If necessary Ben can provide his own laptop and presentation remote.
- Ben normally arrives one hour before his presentation to set up the stage and 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.
- Ben requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and countdown clock are appreciated, but not necessary.
- Ben needs the ability to plug an MP3 player into the sound system for music cues that happen within his keynote (can be via 3.5mm audio cable or XLR cable).
- It's critical to clear the front-stage area before the keynote starts, as Ben will be moving around the stage a lot to maximize audience engagement. A lectern at the front of the stage (center or side) will block your audience's view during important moments. 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.

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 Ben takes stage.
- Also consider scheduling a break right after Ben'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 conversation for people to discuss what they just learned.
- Because travel delays happen, Ben 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 with late checkout guaranteed.

SLIDES & HANDOUTS

- Please note Ben doesn't convert his slides to anyone's templates. Templates aren't enthusiastic and Ben's presentation slides are designed to graphically supplement his verbal content and don't mirror the words in his speech.
- Ben'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.
- Ben owns and retains all rights to his materials and content. They cannot be reproduced or distributed.

RECORDINGS & PHOTOS

- 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 Ben and his team have the right to photograph/record 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 Ben's talk.

Note: Ben will NOT present his keynote during meals

