JIM TRACY

Great Presentations are a Cooperative Endeavor!

We believe in working closely together to ensure event success by every metric! These guidelines are a rider designed to make setup and event production easier, more efficient, and memorable for your audience.

Audio-Visual

- **Presentation**: 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 Jim's arrival.
- **Connections**: Jim presents using a Microsoft Surface laptop that can connect via HDMI. He also brings his own wireless slide clicker and mic. His are typically reserved as a backup.
- **Microphone & Monitor**: Jim requires a wireless lavalier or headset microphone for groups of more than 30 people. A confidence monitor and countdown clock are strongly preferred (required for over 500 attendees).
- **Stage**: Jim roves around the stage (a lot) and sometimes even out onto the floor to engage and entertain your audience. No center podium is allowed as it blocks your audience's view. Furniture must be at least 8 feet from the front of the stage if it cannot be removed.
- **Screen**: To have the highest impact presentation, screens should be well off to the side or well above the stage, center stage is a distraction from the presenter. The speaker is the focal point and the slides are merely supportive.
- **Scheduling & Logistics**
- **Before**: Jim normally arrives at least one hour before his presentation for an sound check. A/V and sound checks must be done with an empty room. However, if that cannot be accommodated, an alternative time can be arranged.
- **After**: Jim loves Q & A sessions and asks that a moderator be designated and audience microphones be available.
- **Dining**: If the presentation is being held during a luncheon or dinner, it is preferable that food consumption is completed and that dishes are cleared prior to introduction of Jim.

Expectations

Slides and Handouts

- Jim uses only proprietary slide templates and makes limited slides available via QR Code to the audience.
- Jim's full slide deck is not available for download or for publishing as notes or a handout prior to or after the keynote.
- Jim owns and retains all rights to his materials and content. They cannot be reproduced or distributed without his specific written permission.
- When attendees scan the QR code, they are also asked for feedback and comments on the presentation. This information can be shared with you upon request.
- A table and chairs will be available for book or resource sales during the hour following Jim's presentation.

Photos and Video

- You agree that Jim has the right to photograph and video the session and use the work product in promotion of the event and the speaker.
- A copy of both the raw and edited video footage should be provided to Jim.
- We require that you secure written permission prior to distribution of any recordings.

Contact Us

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