ALICIA KORTEN
SPEAKING LOGISTICS

Contact Information
Cell & Text: 703 362 1613
alicia@theculturecompany.com

Audio / Stage

- A head-worn microphone, preferred

- Long-range clicker (compatible with MacBook Air)

- A/V projector with HDMI port and HDMI cables

- Confidence monitors that show next screen and current screen. Three monitors placed left, right & mid-stage preferred.

- Wireless microphones in the audience for audience participation. Microphone runners preferred.

- Alicia's slide deck, unless otherwise instructed, will be in 16:9 format PowerPoint for Mac. Her presentation will be loaded on a USB chip as well as her 2019 MacBook Air with 2 USBc ports.

Room Set

- Alicia likes to connect with her audience, including walking into the audience and bringing people on stage. Please make sure there is an easy pathway from the audience to the stage.

- Ensure water is available on stage.

- Please ensure there is an opportunity for Alicia to test the audio and visual equipment the day before your event.

- Please schedule a time for Alicia to talk with the tech team prior to arriving on site. Alicia likes to see a diagram of the room set up prior to arrival.

Accommodations

- Quiet hotel room at conference site, preferred.

Team Meetings

- Please discuss with Alicia opportunities to meet before the event. Generally, she recommends more than one pre-event meeting to understand your goals for your event and customize your message. On site, she often meets with the organizing team the day before the event.

- Alicia likes to get to know your team prior to the event. Please send a list of conference organizers she will be working with (include titles).

- If using Alicia's computer for the presentation, please send any slides you will be using to introduce her and your conference in advance, so she can include these in her slide deck.