

ALICIA KORTEN

IN PERSON SPEAKING LOGISTICS

Contact Information

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Tech Requirements

- **Computer:** Speaker prefers to use the A/V team computer. If using hers, please advise in advance. (Speaker's: 2019 MacBook Air with 2 USB-C ports)
- **Microphone:** Head-worn. Please notify Speaker in advance if not available.
- **Microphone On/Off:** Start on entry; cut after close.
- **Clicker:** Long-range (if using Speaker computer, compatible with Mac).
- **Projection:** A/V projector with HDMI port and HDMI cables.
- **Monitors:** Countdown timer + 2 confidence monitors (current and next slide), placed stage level for easy viewing without breaking audience eye contact.
- **Audience Mics:** Wireless with runners preferred.
- **Slides:** 16:9 PPT for Mac. Opening stinger embedded.
- **Audiovisuals:** Slides include music, sound effects, and video. Test all audio levels and video playback during tech check.

Room Setup

- **Audience Pathway:** Create paths from audience to stage (both stage left and right).
- **Stage:** Empty stage with only a small props table center stage right. For the *Together We Rise* Keynote: Place a chair at center left.
- **Podium:** No podium preferred. If needed, avoid placing it downstage center.
- **Cards:** Place any audience takeaways, such as cards or keys, on participant tables or under seats prior to keynote, or hand out at walk-in.
- **Water:** Available prior to coming on stage and on stage.

Accommodations

- **Hotel Room:** Quiet room at conference site, away from participants and noise.

Send in Advance

- **Organizers:** Names and titles of core team and leaders Speaker will meet.
- **Diagram:** Room layout diagram.
- **Slides:** If using Speaker's computer, send introductory slides for inclusion in PPT.

Pre-Event Coordination

- **Planning Team:** To customize your keynote, schedule 2 content planning meetings.
- **Tech Team:** Pre-travel coordination via email or phone and an onsite tech check the day prior to the event will help ensure a seamless audience experience.
- **Volunteer Rehearsal:** For keynote with choreographed audience participation, coordinate with volunteers in advance by email and schedule an onsite rehearsal.