Meeting Planner Guide

JOSH SCHNEIDER [SHN-EYE-der]

PROCESS/WHAT TO EXPECT

Once date and details are settled and the agreement is signed…

1. Josh will provide a Pre-Keynote questionnaire to be completed and returned.
2. Josh will schedule a Pre-Keynote call to discuss specific questions, the audience, the desired outcomes and follow-up related to the questionnaire.
3. If possible, Josh prefers to speak personally to 3-5 attendees prior to the date of the event to intimately understand the challenges and opportunities they are facing.
   a. This step helps with developing the customized approach to the keynote.
   b. This step cements the relevance of the content to the current conditions each attendee is facing.
4. If his travel schedule allows, Josh prefers to be available afterwards to chat and talk with the attendees.
5. Josh's direct contact information will be made available for stress free communication leading up to event.

PRESENTATION DELIVERY

Technical

- Josh will arrive one hour early well caffeinated for set up and AV test.
- Josh requires wireless lavalier mic and prefers if possible a headset mic.
- Josh uses a MacBook Pro laptop (and iTunes playlist prior to speaking).
- Josh travels with one wireless remote/clicker.
- Josh does not require an Internet connection.
- Josh has both VGA and HDMI dongle adapters for projector – please provide connection cable from laptop to projector
- Please provide LCD projector.
- Please make sure a power strip or outlet is available near to the laptops location

Stage & Room Set Up

- Josh does not use a podium / a cocktail table is fine
- Josh prefers the use of a confidence monitor or can use his laptop set up in close proximity to the stage on a cocktail table.
- Josh at times leaves the stage for audience interaction. Please allow ample room between the stage and the first row of tables or chairs.
- Room should be wired for sound/audio.
- Round seating preferred (classroom with aisle seating is also fine).

- Please provide pictures/video or a link to view the room where the engagement will be taking place

Additional

- Josh will dress smart casual unless otherwise requested.
- Photographs are permitted with all copies provided to Josh Schneider
- Video recording is permitted with all copies provided to Josh Schneider
- Josh does not make his presentation available for download and distribution unless otherwise specified.
- Josh does not provide a digital version of the presentation in advance.
- Please confirm prior if you would like Josh to address audience questions at the conclusion of his presentation.
- Provide Josh with the contact information and introduction to who will be doing the keynote introduction. Josh can speak to them and provide a tailored introduction for the event

If Possible Requests:

- Please provide two bottles of water near the lectern/podium

Reminder Event Checklist
-Picture or video of event space provided to Josh
-Contact information and introduction to who will be conducting the keynote introduction