



LIBBY GILL & COMPANY

SUGGESTED AV AND ROOM SET-UP

Libby has given hundreds of presentations and knows what works best for her keynotes and workshops. Please provide the following (if you can't for any reason, let us know so we can work out a suitable alternative):

1. Libby asks that the Client organization provide a wireless lavalier microphone for her use for any audience over 20 people. She prefers a clip-on lav with a battery belt-pack, rather than an earpiece, handheld or podium microphone.
2. Unless specifically advised otherwise, Libby requires a PowerPoint projector and screen set-up. If the screens are not in easy view from the platform - that is, where Libby can see them without turning away from the audience - a "confidence monitor" should be provided.
3. We will send you her PPT a couple of days prior to your event if you are planning to load it into your AV system. If necessary, she can run the PPT off of her Mac laptop, using her VGA cords to plug into your PPT system.
4. There is lively audience participation in every one of Libby's presentations, so she recommends that you have "mike runners" circulating with 2-4 microphones (depending on size of group) in the audience. Alternatively, you may have wired microphones placed on stands in the venue, though participants are far more likely to use microphone offered at their seats.
5. Libby prefers that the audience be as near the platform as possible, ideally seated close together, theater or classroom style. When you spread people out across an expanse of huge round tables, the sense of intimacy and connection is greatly limited (ask any speaker). Think packed house.
6. Libby does not use a podium (unless you expect her to use her laptop) though she would like a small table for water and books. If a podium is to be used for other presenters, please make sure it can be moved upstage and/or to the side so that the front of the platform is completely clear for movement.
7. Libby does allow her presentation to be videotaped with advance written approval, as long as the video is for internal training use only for one year from the event date. Unless specifically negotiated, videos of her presentations are never to be distributed or sold. If the event is taped, Libby requires that a DVD be provided to her within 30 days of the event.
8. We are always happy to help you purchase her books at a volume discount. She can pre-sign books for "goodie bags" or hold a book signing on-site for your group.
9. Libby is a very gracious presenter and delights in giving extra time to your attendees. Audiences love to spend a moment with Libby after a presentation to chat, ask questions, or get books signed, so we highly recommend that you schedule a break immediately after her presentation.