



LIBBY GILL & CO

AUDIO-VISUAL AND LOGISTICS REQUIREMENTS

For virtual events, Libby is happy to use the platform of your choice. She asks that someone from the Client company acts as “co-host” to introduce her, monitor the chat, and play along as needed.

For in-person events, Libby is a very flexible speaker and can work with any room set-up desired by the Client. That said, for maximum energy and interaction, she prefers to have audience members seated theater style (i.e. in rows with no tables) close to the platform. She regularly interacts with the audience and close proximity to participants aids in that process.

Libby asks that the Client organization provide a wireless lavalier microphone for her use. Additionally, should the Client request a Q&A period within her presentation (which Libby is *always* happy to do), for audiences over 100, she asks that microphones be made available to participants so others may hear their questions. These can either be wired microphones placed on mike stands in the venue or wireless mikes offered by “mike runners.”

Additionally, Libby sometimes requests a PowerPoint projector set-up and will be happy to provide her slide deck in advance. She prefers that it runs through the Client’s AV system, but where necessary she can run the PPT from her Mac computer.

If the presentation is to be videotaped, Libby gives her consent for the Client to use the tape for internal archival purposes for a period of one year, but requires that a copy of her presentation be provided to her within thirty days of the event.

Libby delights in giving extra time to your attendees. Audiences love to spend a moment with Libby after a presentation to buy her books and have her sign them while she answers their questions. She is pleased to provide a discount for volume book sales. (Contact Libby’s office as early as possible so she can help you place the order with her publishers.)

Finally, Libby is always available to discuss set-up and content issues prior to the engagement and welcomes a pre-event conference call to ensure your best possible outcome.