



## Speaker Ryder & AV Needs



### Carolina will bring

- ➔ Her presentation on a USB drive and on her MacBook Pro
- ➔ An adaptor with VGA and HDMI connectors

### Carolina requests

- ➔ A wireless lavalier (lectern/podium is not preferred since it limits interactivity)
- ➔ One handheld microphone for audience participation
- ➔ A wireless presentation remote
- ➔ A screen and projector with VGA or HDMI input appropriate to room and audience size and with the availability to play sound and video
- ➔ A power outlet for her laptop
- ➔ A bottle of water
- ➔ A confidence monitor if available
- ➔ A helpful tip is for Carolina to know the color of the backdrop/curtains being used on stage to ensure that her outfit selection allows for the audience to see her properly



[Carolina@CarolinaCaro.com](mailto:Carolina@CarolinaCaro.com)



646.229.4898

## Rehearsal and Room Setup

- ➔ Carolina requests an A/V check and typically arrives one hour before her presentation to verify equipment.
- ➔ The room set-up should be discussed to fit the needs/objectives of the presentation.
- ➔ Carolina is committed to ensuring your event runs smoothly. If you are running behind, Carolina can be flexible with the timing of her presentation. To support this request, a clock that is visible from the stage is helpful.

## Materials

- ➔ Carolina occasionally provides a printed handout to accompany her presentations. The file will be provided for printing by the client.

## Meet & Greet

- ➔ Carolina is happy to make herself available to visit with attendees and answer any questions.
- ➔ If Carolina joins your team for any meals, please note that she does not eat meat.

## Event Promotion (provided at no additional cost)

- ➔ Carolina is committed to the success of your event and is happy to offer media interviews, a short promo video (1 min), and/or social media interaction.



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## Travel Needs

- Carolina requests a flat travel stipend that will cover airfare, ground transportation, meals and incidentals. Carolina requests that the client handle the hotel reservation, preferably at the event venue, that is billed to their master account.

## Video and Photos

- Professional videographers and photographers are always welcome.
- Carolina will want to know in advance if the session is being recorded and the intended use of the video before granting permission.
- She will also request the footage for her marketing materials.

