CAROLINA CARO

Speaker Rider & AV Needs

Microphone

Carolina prefers to present with a wireless lavalier microphone so she can move freely. Please also have a wireless handheld microphone on hand for audience questions and participation.

Confidence Monitor & Timer

A confidence monitor with the current and next slide available for viewing is preferred when the setup allows. A countdown timer or a clock visible from the stage helps Carolina pace the session and adjust if the program runs behind.

Keynote Deck & Handouts

Carolina's deck is built in 16:9 with embedded graphics and occasional video. She can send her presentation up to 7 days before the event as a Google Drive file. When the session includes live polling or audience interaction through Mentimeter or similar, reliable wifi is needed. Carolina will confirm in advance whether the session calls for it.

Carolina occasionally provides a worksheet or practice tool to accompany the session. When one is used, the file can be supplied in advance for printing. If the event uses an app or resource portal, the handout can be uploaded ahead of time. For her slides, she prefers to share them after her presentation.

AV Check and Soundcheck

Carolina arrives one hour before her presentation to verify equipment and run a soundcheck. An empty room is ideal for the check. When the room is in use, she is glad to set an alternative time that suits the production schedule.

Stage & Room Setup

The room layout shapes how the session lands, so a brief conversation in advance about setup and objectives is welcome. Carolina stays flexible with her timing when the program runs long.

Carolina@CarolinaCaro.com

646.229.4898

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Carolina moves around the stage throughout her keynote, so an open, clear front-stage area works best. When a lectern is needed for other parts of the program, please set it to the side and push it back where possible so the audience view stays open.

A quick note on the color of the stage backdrop or curtains in advance is appreciated, since it helps Carolina choose an outfit that keeps her clearly visible to the room.

Water

Please have a bottle of water available. When there is no lectern, a small table to the side of the stage works well for the water.

Meet and Greet

Carolina is glad to spend time with attendees and answer questions before and after her session. If she joins the team for any meals, please note that she does not eat meat.

Photography

Photographs before, during, and after the keynote are welcome. Carolina loves seeing the audience engaged with the material. Please share copies with her and tag her on social posts. Unless agreed otherwise, Carolina and her team may also photograph the session and use the images online or in print.

Recordings and Rights

Recordings are welcome under distribution terms agreed in advance. Carolina retains all rights to her materials and content, which may not be reproduced or distributed without her consent. Please confirm ahead of time whether the session will be recorded and how the footage will be used. She also asks to receive a raw, unedited recording of her session, stage footage only, for her marketing use.

Travel and Accommodation

Carolina requests a flat travel stipend covering airfare, ground transportation, meals, and incidentals. Because travel delays happen, she prefers to arrive the day before the event. Please have the client handle the hotel reservation, ideally at the event venue and billed to the master account. When a room at the venue is not available, please suggest hotels closest to the venue.

Event Promotion

Carolina is invested in the success of your event. She is glad to support promotion with media interviews, a short promo video, and social media interaction in the lead-up to the date.

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