



## SCHEDULING & AUDIO-VISUAL REQUIREMENTS

### **Before the Day of Your Event**

PowerPoint slides will be provided at least 48 hours in advance of the event and should be loaded to the conference computer system and pre-checked prior to Erica's arrival.

Because travel delays happen, Erica prefers to arrive the night before. Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself.

### **The Day of Your Event**

Erica normally arrives on-site 30 - 45 minutes before her presentation for an A/V check.

Erica requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and countdown clock are strongly preferred. It's critical to have a clear front-stage area, as Erica will be moving around the stage for maximum audience engagement.

To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's best to schedule a break before Erica takes the stage.

Also, consider scheduling a break right after Erica's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share the inspiration they gained from the presentation.