



Audio Visual Requirements and Setup Suggestions

Dr. Penn takes her commitment to speaking to your group very seriously. She understands that you have invested a great deal of time, energy and money into your event and would like to offer you some suggestions to make sure that you receive the maximum return on your investments. These suggestions are a result of her 20+ years of stage experience:

AV Requirements and Stage Setup

- Dr. Penn prefers to use a headset microphone, as she moves around a lot on stage. Please make sure that the AV department has a suitable headset microphone with spare batteries available at all times.
- If Dr. Penn is speaking to an audience of more than 400 people, please make sure that there is a monitor for her to see what is being projected on the screens if they are not within her line of sight.
- If a countdown screen is being used, please switch it off.
- Ideally, all podiums should be removed from the stage. She does not use one for her keynote. If the podiums cannot be physically removed, please move them to either side of the stage.



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Flip Chart and Pens

- For training sessions, Dr. Penn will need a flipchart with lots of paper flipped to the “white side” not the “grid side”. If a flipchart is not available, a whiteboard will suffice. Please provide black, blue, green and red markers which have been proven to work.

Recording

- Audio and/or videotaping is only available with PRIOR WRITTEN AUTHORIZATION. It is not allowed without it. If you’re interested in recording Dr. Penn’s presentation, please review the recording clause in her speaker agreement or contact Viv Anderson at:

viv.anderson@theleadershipspeakingsschool.com

Tips and Suggestions

- For smaller workshops and training sessions, “U” shaped seating arrangements for audience members are preferable. Please remove all large tables from the room so that maximum space is available in the middle of the room for movement.
- When the room is rectangular, if possible, please have the stage positioned in the center of the long wall. This creates greater intimacy between the audience and the speaker.

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- For the benefit of your audience and of Dr. Penn, please request from the hotel or venue management that the conference or meeting room have no distracting noise from an adjoining room, such as a band, etc. during the time Dr. Penn is presenting her keynote or seminar.
- For the choice of a room for workshops and training sessions, please choose a room that is well lit (preferably not with industrial fluorescent lighting, but something softer for the eyes and for a warm ambiance). The room should ideally also
 - Not have windows or glass walls where by-passers can look in
 - Have good acoustics so that sound is heard well
 - Have all tables removed
 - Have as much space for movement available as possible
 - Have some green plants if possible, they bring life into the room
- Please make sure the room is well lit, Dr. Penn prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.

Scheduling Concerns

- It is generally not a good idea to have your main keynote speaker present on the last day of a conference when your attendees may have been up late the night before. To get the most from your investment of Dr. Penn's presentation, consider changing the schedule to maximize her message and the response from the audience.



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And Finally...

Dr. Penn's greatest wish is to deliver the most value possible for you and your audience. Thank you for taking the time to consider these suggestions for how to make the most out of her participation in your event. She is looking forward to bringing her very best to the stage so that your audience will thrive!

For any questions or concerns, please contact Dr. Penn's Executive Assistant, Viv Anderson at: viv.anderson@theleadershipspeakingsschool.com