

ROOM SETUP & AUDIO VISUAL REQUESTS

Room Set-Up & AV requirements are critical elements to the success of any presentation. Should you have difficulty with any of the following, please contact Dr Posen to discuss alternatives.

KEYNOTE: Laptop computer with remote control.
LCD projector.
Table (for laptop, notes, water, timepiece, etc.) No lectern or podium.
Cordless lapel microphone.
Full house lights, with light bulbs unscrewed over screen where possible.

SEMINAR/WORKSHOP: Same as above plus-
One flipchart for every 5 to 10 participants.
Seating arranged as table groups of 4 to 8 people.
Tent card for each participant - with **first name written in large letters**.
One Scratch pad for each participant or on each table.

PRE-SEMINAR QUESTIONNAIRE: available from Dr. Posen for participants to complete and send back to him confidentially by fax (if client agreeable).

HANDOUT PACKAGE: Dr. Posen will prepare a camera-ready handout for client to reproduce and distribute to participants before or after presentation.

SUPPLEMENTAL MATERIALS:

Dr. Posen's books and audio books can be made available to audiences following his presentation for purchase by individuals, where he will gladly sign copies. Alternatively, books can be bought in advance, as a corporate purchase at a special discounted price. Books can also be personalized to clients' specifications in advance. For more information about books please contact Dr Posen.

REPRODUCTION OF PROGRAM

The program may not be reproduced in whole or part, by broadcasting, photographing, videotaping, tape recording, or any other means without the prior written consent of Dr. David Posen. These stipulations should be treated as part of the speaking Contract.