

Presentation & AV Requirements:

ROOM SET UP

- Keith's preferred room set up is cabaret style.
- Please ensure that no delegate has their back to the stage, and everyone can see Keith, the screen, and can interact with him throughout the entire presentation.
- Should Keith be presenting to a smaller group (less than 20), or larger group where cabaret style set up won't fit the function room, please check with Keith's team for appropriate room set up.

AV EQUIPMENT REQUIRED

- Data projector and screen.
- Lapel/clip on wireless microphone, Keith will bring his own headset attachment (a Countryman).
- PC audio out for Keith's iPod.

ARRIVAL TIME

- Keith arrives no later than one hour before his scheduled presentation. He will work with AV to set up his equipment prior to his presentation.
- If you would like an earlier AV check time, or Keith to be onsite during prior sessions, please discuss with Keith's team.

KEITH'S PRESENTATION

- Keith uses Apple Keynote for all his presentations. It uses custom fonts and graphics, which means we don't send Keith's presentation prior to the day.
- Keith will bring his own MacBook to use on

the day and the Mac adapters for data projector cabling.

- Please let Keith know in advance if the screen will be widescreen 16:9 or regular 4:3, so he can tailor his presentation appropriately.
- Keith normally permits his presentations to be recorded. Please discuss this with him directly, prior to the event.

OTHER REQUIREMENTS

- Please place a small table at the front of the room (or on stage) for Keith's computer and presentation resources (no lectern required).
- Keith prefers to control the presentation from the front with his own presentation clicker. However, should you require Keith's computer to be at the back of the room with the AV technicians, this is no problem at all but he will still require a small table at the front.
- Keith normally provides a workbook which is required to be given to the audience members prior to him speaking. Setting them out at each person's place, prior to his session is preferred.
- Please place room lighting on full. Keith's presentation style is highly interactive, regardless of the size of the audience. He will interact with audience members at their tables.
- If you have not already received a copy of Keith's introduction, please email kristine@keithabraham.com.au.

BOOKS AND MERCHANDISE

- Should you wish to provide your delegates with

a copy of his book, or give the opportunity for them to purchase a copy, please provide a table for the book display in an accessible location—at the back of the room or just outside the main doors.

- Following Keith's session, he will make himself available to speak with your delegates. He is also happy to sign his books. If possible please provide a high cocktail table for book signings.

KEITH'S DIETARY REQUIREMENTS AND SPECIAL REQUESTS

- Keith likes to avoid gluten and dairy products wherever possible. Please arrange fresh fruit for him at morning/afternoon tea, and a paleo style meal (meat and salad) for lunch is preferred.
- If possible, a cold sparkling water would be a welcomed addition during session for Keith when presenting.

Please let Keith's team know if you have any further questions. We look forward to working with you!

Kristine Abraham
+61 (0) 411 648 081
kristine@keithabraham.com.au

Keith Abraham
+61 (0) 411 648 080
ka@keithabraham.com.au

