

Logistics

Date Confirmation. Dates will be tentatively held upon request. This means you will be notified in the event of a conflict. Bookings are considered firm upon the execution of a statement of work and receipt of deposit.

Technical Check. LeaderShift requires a “closed door” pre-program technical check for all systems including laptop, projection system, sound system and wireless microphone. Our team will work with you to coordinate a mutually convenient time, but generally recommends prior day or early morning on the day of the event.

Audiovisual & Stage

Laptop. LeaderShift uses PC’s, and always presents from their personal laptops. While we travel with most required peripherals, we recommend that the client arranges for the venue or AV vendor have at least a 10 foot HDMI cable or VGA adaptor and an infrared remote control “clicker” as back-up. (Examples: Logitech Professional Presenter R800 or Targus Laser Presentation Remote)

Presentation. In most cases, LeaderShift uses a highly visual PowerPoint Office 2016 presentation to accompany presentations, conferences and workshops. These presentations can often be larger than 200 MB, incorporate embedded video clips, and usually feature custom fonts. Although we travel with back-up copies, it is generally not possible to run our slideshow from another machine.

Projector & Screen. Client will provide a laptop projector and screen(s) suitable for the size of the venue. Where venue or event permits (especially for large conference keynotes), we recommend that on-stage visual monitor screens and a “countdown clock” be provided to ensure the best possible experience for everyone involved.

Laptop Audio. Client will provide a sound system suitable for the size of the venue. The AV setup must provide a standard “headphone jack” output for laptop audio.

Table or Podium. We do not present from a podium, but will require a table or podium for a laptop, ideally positioned at the center of the stage in front of the speaker. For events with off-stage or backstage “command centers”, our laptops may be placed off-stage. However, we prefer having our computer on-stage in the event of any technical issues during the presentation.

Microphone. Client will provide one wireless headset or clip-on lavalier microphone per facilitator (no wired or handheld mics, please) along with one wireless handheld or throwable (or ‘Catchbox’ style) microphone that can be passed around for participant interaction.

Lighting. We will plan to use the entire stage area. Even, non-blinding lighting that allows us to see and interact with the audience across the stage is critical to ensure visibility between us and the audience at all times.

Room Set-Up. We will work with you to determine the best room layout for your event.

Water. Two (2) bottles or large glasses of water should be available on the stage prior to the presentation.

Presentation Materials

Copyright. All presentation materials are © LeaderShift Insights, Inc. The PowerPoint document used in the presentation should not be used by or forwarded to anyone, except as agreed for audience handouts.

Audience Handouts. For events where audience handouts, laminated cards or card-decks are provided (either in advance, during or post-event), LeaderShift will print and ship them to the client or venue. It is the client's responsibility to print and distribute paper handouts or workbooks to the attendees, if required. Please note that our slides are designed to accompany our presentation and not to work as a stand-alone document without voiceover. Also note that certain presentation elements (such as embedded audio-video content) will not be included with leave-behind materials due to size.

Supplies. We will work with your team to identify required supplies, based on the meeting design. Examples include:

- Flip charts (at least one per breakout group). These MUST have either a sticky back (Post-It style) edge or blue 'painters' tape to adhere them to the wall
- Flip Chart Markers (Sharpie brand preferred). Minimum of two each in black, blue and red
- 3"x5" Index cards
- Post-It Notes (generally one 3"X5" pad per person; Post-It brand preferred as they tend to be more adherent)
- Medium Point Sharpies – one per participant
- Sticky Dots – 20 per participant

Photography & Audio-Video Recordings

Audio-Visual Release. LeaderShift permits clients to take photographs and make audio or visual recordings of our presentations, for non-commercial use only. In return, we request a high-quality copy of any images, videos or recordings, and may use these materials, in part or in whole, for either non-commercial or commercial purposes. Use of all Audio-Visual recordings must be approved in advanced in writing from LeaderShift.

Occasionally LeaderShift may arrange for video recording of a presentation. In any such case, a copy will be provided to the client free of charge for internal use only.