erin O'malley

I'm excited to partner with you for your event! I've tried to make it as easy as possible for you to provide the Audio/Visual and room setup needed to make the presentation the most impactful for your audience. If there are any questions or challenges with the requests, let's talk and we will make something work for everyone. You can reach me at: erin@erinomomalley.com or 347.677.3221.

ONSITE DETAILS

- ❏ A/V Soundcheck. Erin will confirm the soundcheck time prior to the event and is always available at least an hour prior, if not the night before the program.
- ❏ For workshops and/or breakout sessions, I will generally need access to the room at least one hour before the program begins. This allows plenty of time for AV/sound check and to set up supplies and props.
- ❏ A flipchart and easel are required for all breakout/workshop sessions.
- ❏ For breakout/workshops that include the Story Session activity, tables of 6-10 are necessary.
- ❏ I prefer to have access to the main floor for audience interaction.

AUDIO/SOUND REQUIREMENTS

- ❏ Display:
  - ❏ LCD projector with PowerPoint capability. All decks are designed 16:9 PowerPoint.
  - ❏ I can connect to my own laptop or I am happy to provide a jump drive of my presentation to the A/V team.
  - ❏ Please provide one confidence monitor in presenter mode/timer for me to be able to view from the stage.
  - ❏ I walk the stage while presenting so I prefer either no podium or the podium moved to the side when I present.
- ❏ Sound:
  - ❏ One hands free wireless lavalier or headset microphone.
  - ❏ For breakout sessions/workshops, please have 1-2 handheld microphones available for participants' use. (Number depends on group size.)
- ❏ I travel with:
  - ❏ A MacBook Pro laptop and one HDMI/VGA projector adaptor.
  - ❏ One wireless remote.

PRESENTATION DISTRIBUTION/RECORDING and MATERIALS

- ❏ Photographs are permitted with all copies provided to ErinOConsulting, LLC.
- ❏ Audio/Video recording is granted on a pre-approval basis and with the following stipulations:
  - ❏ Provide ErinOConsulting, LLC with raw footage prior to production of final video, audio or still photographs.
  - ❏ Erin does not provide a digital version of his presentation for download and/or distribution.
  - ❏ We do not provide a digital copy of the presentation for download and/or distribution.
- ❏ I do not provide slides in advance of my programs. My slides are designed as a visual accompaniment to the program and are not effective as a stand alone tool. The slides are often changed onsite basis on specific needs of the group or insights gained during the program.
- ❏ Depending on the program, a handout or workbook may be provided as a resource for participants.