

Lenn Millbower's Seminar Logistics Needs

Meeting the following needs will aid in insuring a flawless delivery. Please help Lenn so he can help you.

PRE-EVENT

- Please fill out the pre-program questionnaire located on Lenn's web site at www.OffbeatTraining.com. The more information you can provide, the more Lenn can do to make your event a success.
- Please make a 30-45 minute appointment to speak with Lenn by phone about the event.
- If you'd like an article written by Lenn for an event newsletter, he can supply one customized to your event. Please advise Lenn regarding the topic you'd prefer.
- Lenn will supply a handout for his presentation, but you are responsible for reproducing it. Please advise Lenn how far in advance of the event will you need a master copy.
- Lenn will make himself available for an executive, exclusive and complimentary "meet the speaker" coffee on the morning of the event if you'd like to offer your client this option. Given the needs of presentation set-up, this event must be limited to a half hour with only a few special participants.

LODGING

- Please secure a room reservation for Lenn at the hotel where the event is being held or at the nearest hotel to it. Please guarantee the room for late arrival and bill the room, tax and meals to the master account.
- Please ask for a room as convenient as possible to the performance venue.
- Please ask for a non-smoking room containing either a king or two double beds.

TRAVEL

- Please tell Lenn which airport you'd like him to fly in to.
- Please tell Lenn if you'd prefer to pick him up at the airport or have him drive/taxi to the event.
- Please provide directions from the airport to the event location.
- Please provide the shipping address for presentation materials and props.

AIRPORT PICKUP (IF APPLICABLE)

- Please arrange for someone to meet Lenn in a clearly defined place.
- Please have that person hold a sign with "Lenn" on it.
- In case you need to contact Lenn at the airport, his cell phone number is 407-256-0501. Please share a contact phone number with Lenn in advance.

EVENT ROOM SET UP

- Please insure that the stage area is set up in a portion of the room with adequate lighting.
- If more than 50 participants are expected, please use a riser.
- Please arrange for Lenn to have access to the presentation room as early in the morning as possible. If early access is not possible, please arrange access at least two hours prior to the presentation. Please communicate the room access time to Lenn in advance.
- Please arrange for technical support to meet Lenn at the agreed upon room access time.
- Please provide the following technical materials:
 - An LCD projector with a VGA connector
 - A projection screen set to one side of the stage
 - An audio feed patched into the house sound system with a mini or RCA cable connected to the computer Lenn will provide
 - An audio volume control easily accessible from the stage
 - A small skirted table next to the projector for to place the laptop on
 - A power strip with four available outlets
 - Two wireless lavalier microphones
- Please request two skirted tables, one to be placed behind and to the left of the platform for props and the other at the back of the room so Lenn can display his attendee focused tools and materials. Lenn will not hard sell products. His purpose is to help make your event a success. He also wants the attendees to have access to materials that reinforce the session learning and help them succeed beyond the session.
- Please arrange for a pitcher of water and a drinking glass to be placed on the prop table.
- If you plan to project a live image of the presentation onto a screen or provide language interpretation services, please advise Lenn so he can supply a script to the technical support staff.

THE PRESENTATION

- Please encourage attendees as they enter the room to fill up the front rows.
- If other people will be using the stage just prior to the presentation, please remind them not to touch the presentation props or materials.
- If a podium is to be used before the presentation, please make arrangements to have it moved to one side immediately prior to introducing Lenn.
- Please determine who should introduce Lenn and provide the introducer with a copy of the introduction text.

POST-EVENT

- If you'd like a post-event article written by Lenn for an event newsletter, he can supply one customized to your event. Please advise Lenn regarding the topic you'd prefer.
- Please provide Lenn with copies of any evaluation data that will help him improve his presentation.
- Please advise Lenn regarding who should receive his post-event debrief.
- Lenn can provide several different follow-up services; articles, surveys, assessments, trainings and application advice. Please advise him if you'd like this additional support.