INNOVATION STRATEGIST & KEYNOTE SPEAKER

Audio-Visual Requirements

1. Presentation Materials:
- If using slides, PowerPoint presentations will be provided at least 48 hours in advance.
- Slides should be loaded and pre-checked prior to Melissa's arrival to ensure a smooth start.
- Screens should not be center stage, as the presenter is the focal point and slides are supplemental.

2. Sound Requirements:
- For presentations incorporating live music:
  - Access to house sound system for amplification
  - An extra lavalier pack and/or direct input box
- Melissa will bring:
  - Electric acoustic ukulele and/or double bass with sound pickup; looping station with adapters
  - Quarter-inch cables for each instrument
  - Shure WA-304 Instrument Cable (or equivalent)

These requirements ensure high-quality sound for both speaking and musical elements of the presentation.

3. Microphone Requirements:
- For speaking: Wireless lavalier microphone for groups larger than 25 people to allow for freedom of movement and clear audio.
- For singing segments: A separate microphone on a stand.
- We request that the AV team be prepared to easily toggle between the lavalier mic and the stand mic to avoid interference during transitions from speaking to singing.

This dual-microphone setup ensures optimal sound quality for both the speaking and singing portions of Melissa's presentation, allowing for seamless transitions and the best possible audience experience.

4. Stage Setup:
- Clear, open stage area (no podium) to facilitate movement and audience engagement.
- Space for potential equipment: large easels, double bass, ukulele, percussion instruments, looping station

5. Equipment:
- Confidence monitor and countdown clock to help maintain pacing and timing of the presentation.

6. Sound Check:
 • 60-minute sound check required prior to audience arrival. This ensures all audio elements, especially for musical components, are working correctly. (If there will be no musical elements in the presentation, a 30-minute sound check will be fine.)

Scheduling & Logistics

1. Arrival:
 • Melissa prefers to arrive the night before the event to allow for proper rest and preparation.

2. Event Schedule:
 • We recommend scheduling a break before Melissa's presentation. This creates anticipation and allows for any last-minute setup.
 • We also suggest scheduling a break after Melissa's presentation. This gives attendees time to discuss what they've learned and approach Melissa with questions.

3. Hotel Accommodations:
 • Non-smoking room on a high floor with late checkout guaranteed
 • Hotel close to venue or closer to airport than venue
These preferences ensure Melissa is well-rested and can easily manage travel logistics.

Slides & Materials

1. Slide Format:
 • Melissa does not convert slides to client templates to maintain the integrity of her carefully designed visual aids.

2. Recording & Distribution:
 • Unless agreed beforehand, recording and distribution rights are not granted. This protects the unique content of Melissa's presentations.
 • No flash photography during the presentation as it can be distracting and may cause migraines.

3. Event Photography:
 • Melissa and her team reserve the right to photograph the session for online and print use. This helps in promoting future events and sharing the experience with a wider audience.

4. Agreed Recording:
 • If recording is agreed upon, ample time for sound check and quality assurance is required to ensure the best possible recording without compromising the live experience.

This rider is designed to ensure the best possible experience for both the audience and Melissa. By following these guidelines, we can create an engaging, high-energy presentation that will leave a lasting impact on your audience. If you have any questions or concerns, please don't hesitate to reach out. We're here to make this event a success for everyone involved.