ALICIA KORTEN
IN PERSON SPEAKING LOGISTICS

Contact Information
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Tech Requirements

- Speaker prefers to use the audio-visual team computer. If using her computer, she has a 2019 MacBook Air with 2 USB-C ports.

- Head-worn microphone. If not available, let Speaker know. She can supply one.

- Long-range clicker (compatible with MacBook Air if using Speaker's computer)

- A/V projector with HDMI port and HDMI cables

- 2 to 3 confidence monitors that show next screen and current screen. Please place at stage level so Speaker can view without breaking audience eye contact.

- Wireless microphones for audience participation with microphone runners, preferred.

- Standard format for slide deck is 16:9 format PPT for Mac.

Room Set Up

- Speaker walks into the audience / brings people on stage. Please create a path from the audience to the stage, preferably stage left & right.

- Speaker prefers an empty stage with only the props needed for the keynote. If others need a podium, please ensure it is not downstage center.

- Ensure water is available prior to coming on stage and on stage

- Please send a diagram of the room set up prior to arrival.

Accommodations

- Quiet hotel room at conference site, preferred.

Core Team Details

- To customize your keynote, Speaker recommends 2 pre-event meetings. On site, she can meet with the core team the day prior.

- Speaker likes to get to know your team prior to the event. Please send a list of conference organizers she will be working with (include titles).

- If using Speaker's computer, please send slides you will use to introduce her / your conference in advance. She will include these in her slide deck.

- Please schedule a time for Speaker to talk with the tech team prior to arrival.

- Speaker's keynotes require a tech check / dress rehearsal the day prior.