

Rory Vaden AV/Room Requirements

- Please confirm Rory's hotel room as a king-bed non-smoking guaranteed for late arrival. With the frequency of flight delays these days it's common for him to get in very late.
- Please allow Rory to use his own laptop since he has several effects, transitions, special fonts, videos, audio clips, and automatic timings embedded into his presentation. They do not transfer well to other machines as much of his branding and fonts especially are custom. He has a Mac, but he will bring the necessary VGA or HDMI adapter cable. Please do let him know if you are planning on projecting in 4x3 or 16x9.
- At least one projector and screen setup for a laptop computer. Please have the screen(s) where they are not in the middle of the stage, as he will be walking in that space.
- A stage (if more than 150 people will be in the audience)
- Sound to be available directly from laptop through the house speakers.
- Microphone preference (in order): wireless lapel, wireless headset, wireless handheld, wired handheld. Please have backup readily available. No mic necessary if less than 50 attendees.
- Please no food or servers coming in or out of the room during the presentation.
- Please no recording devices unless approved in advance.
- Please make sure there is a break immediately before Rory's presentation. This allows ample time to double check technology and allows your audience to come in fresh and prepared to participate in the session. This sets the stage for powerful time together.
- Please also make sure that there is a break for at least 20 minutes immediately following his presentation for "Meet and Greet", book signing autographs, and pictures with your audience. Please make available (1) 6-foot table for use in that space or area during that time as a resource table (if there are more than 500 people at your event then (2) tables).
- Please notify us of an hour of time we can use to setup the resource table before the attendees arrive.
- Having wall power and an Internet connection is vital for our resource table, so if there is an easy way for you to arrange that, it really helps us. If Internet is something that isn't available then please let us know and we'll bring our own hotspot.



- If convenient, please schedule 35 minutes for Rory to be able to walk the stage of the speaking area to perform a sound check.
- If convenient, please have a large clock in clear sight from the stage so he can help keep the schedule.
- Please check with us before posting any of our content (slides, handouts) online for download and please do not include any of our slides into handouts for the audience without discussing it with us.

Additionally, we've noticed that many of our clients sometimes have questions about the following items:

- **APPEARANCES:** One element that is unique about Rory is that although he is an author and he speaks at about 60 events each year, they are not the primary focus of his work. He is the Co-founder of a company with more than 100+ team members and so his daily schedule is packed with calls, meetings, and projects. This unfortunately makes him unavailable for participating in other ancillary events happening in conjunction with the conferences he's speaking at. And with his rigorous travel schedule, he also needs his evenings to be able to rest so as to perform at his best when he's in front of your group. As noted earlier, he is happy to do a "Meet and Greet" session immediately following his time on stage at no additional charge. Thank you for your understanding and accommodation with this.
- **DIET:** Rory doesn't eat beef, chicken, or cheese so if you are providing him with any meals then usually seafood and veggies is the easiest way to go.
- **GIFTS:** Please do not feel obligated to give us any gifts or plaques - really. Rory typically has little space in his luggage for transporting such items and unfortunately they often get broken in shipping. If it is customary and important for your group to give gifts and you really want to give him something, then know that Rory loves pocket squares, business books, and his wife AJ collects magnets from every city they go to. Rory also wants a Bentley hard top convertible which he would gladly accept as a gift, but other than that he's good to go.
- **OTHER:** We are coming to support you, we try to be very easy to work with and we pride ourselves on not needing too much time and attention from your team as we know we are just one small part of the whole event. If you really want to go over the top to make Rory feel comfortable then having 2 bottles of room temperature water for him right before he goes on stage will make him a happy camper!

Thank you for taking the time to review these requests. We look forward to meeting you and your group very soon and to having a fantastic program!