

Tammy
Alvarez

PROFESSIONAL
KEYNOTE SPEAKER
CEO - AUTHOR - COACH

Maximize Your Experience

I'm thrilled to be working with you to make your upcoming event a great success! I absolutely enjoy public speaking, both as a speaker and as a listener. Having spoken on various stages across the globe, I have learned a lot about what works and what doesn't.

To ensure that everything goes smoothly and there are no misunderstandings, I have put together some guidelines and requirements. Please make sure that the person in charge of the event confirms that they accept these terms. I appreciate your assistance in accommodating these requests to help us provide an unforgettable experience for your attendees!

Audio-Visual In-Person Keynotes

PowerPoint slides will be provided to the event venue at least 48 hours before the event. It is important to load them into the conference A/V system and check them out before Tammy's arrival.

Tammy will usually arrive 30-45 minutes before her presentation to conduct an A/V check. Our preference is with no attendees in the room. However, if this is not possible, an alternative time can be arranged.

For groups of more than 25 people, Tammy requires a wireless microphone. A confidence monitor and countdown clock are strongly preferred.

It is critical to have a clear front-stage area, as Tammy will be moving around the stage for maximum audience engagement. A podium at the front of the stage (center or side) blocks your audience's view of the speakers.

If you absolutely can't remove furniture, tuck it at least 6 feet from the front of the stage. To have the highest-energy presentation, it is recommended to have a single screen off to one side or well above the stage, not center stage. This is because the presenter is the focal point, and the slides are merely supplemental.

CONNECT



Phone # 646-868-0513



support@careerwinnerscircle.com
www.escapingthecareertrap.com



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Scheduling and Logistics

To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's best to schedule a break before Tammy takes the stage.

Also, consider scheduling a break right after Tammy's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share their epiphanies. Plus, you get break-time conversations for people to discuss what they just learned.

Because travel delays happen, Tammy prefers to arrive the night before. Please arrange or recommend a hotel that's either at or close to the venue.

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Slides & Handouts

Please note Tammy doesn't convert her slides to anyone's templates. Templates aren't enthusiastic and Tammy's presentation slides are designed to graphically supplement her verbal content and don't mirror the words in her speech.

Tammy's full slide deck is not available for download, or for publishing as notes or a handout. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.

Tammy owns and retains all rights to her materials, content, recordings, and photos. They cannot be reproduced or distributed. Feel free to take as many flash photos as you'd like before the talk, but please do not flash during the presentation.

You agree that Tammy and her team have the right to photograph the session, as well, and use the photos online or in print.

If we've agreed to permit recording of the session, plan ample time to test sound pick-up before and verify that the sound patch doesn't interfere with the projection-output quality (sometimes an issue).

Unless previously agreed upon, you don't have the ability or right to record and then resell or distribute Tammy's talk.

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