



Speaker Rider

AUDIO-VISUAL

- PowerPoint slides will be provided at least 48 hours before the event and should be loaded to the conference computer system and pre-checked before Ugo's arrival.
- Ugo normally arrives 45-60minutes before her presentation for an A/V check, which must be done before attendees arrive in the room. However, an alternative time can be arranged if that cannot be accommodated.
- Ugo requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and countdown clock are strongly preferred.
- It is critical to have a clear front-stage area, as Ugo will be moving around the stage for maximum audience engagement. A podium at the front of the stage (centre or side) blocks your audience's view of their speaker
- To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not centre stage because the presenter is the focal point and the slides are merely supplemental.

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 Ugo takes the stage.
- Also consider scheduling a break right after Ugo's presentation. It helps facilitate that high-energy activity at the front of the room for those who want to say 'hello', 'ask questions and share their epiphanies. Plus, you get break-time conversations for people to discuss what they just learned.
- Because travel delays happen, Ugo prefers to arrive the night before. Please arrange or recommend a hotel that's either at the venue or as close as possible. Please book a non-smoking room on a high floor with late checkout guaranteed.

SLIDES AND HANDOUTS

- Please note that Ugo doesn't convert her slides to anyone's templates. Templates aren't glaring and Ugo's presentation slides are designed to graphically supplement her verbal content and will not mirror the words in her speech.
- Ugo's full slide deck is not available for download or publishing as notes or a handout.
- Ugo owns and retains all rights to her materials and content. They cannot be reproduced or distributed.

RECORDINGS AND PHOTOS

- 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 Ugo and her team have the right to photograph the session, as well, and use the photos online or in print.
- Unless you specifically agreed to work it out, you don't have the ability or right to record and then resell or distribute Ugo's talk.