

If you have any questions, please feel free to contact us at the office (905)846-3221. Or you can email us at info@daylelaing.com

Dayle takes her commitment to your group quite seriously. She understands that you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment. Often the slightest changes in ambiance and staging will greatly affect the outcome of a speaker's presentation. The following suggestions are the result of experience. Poor planning can sabotage even the best speech. Dayle's only concern is to do the best program that she can possibly do for you.

AV REQUIREMENTS:

Wireless Lavalier Microphone:

Please have a lavalier microphone with fresh batteries available. Please have a handheld microphone available for back up and for questions from the audience. A good suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.

Laptop hookup:

Dayle uses **POWERPOINT** throughout her presentation. This enhances her message for greater impact and higher retention levels. She will bring her own Windows based laptop loaded with her presentations. Please provide a 6' draped table for her laptop and her materials.

Data Projector:

You will need to provide Dayle with a multimedia projector to connect to her Windows based laptop (currently loaded with Windows XP). We recommend you consult the technical staff of the venue for proper setup. A remote control should be available for the projector. She requires ability to play video clips from her computer.

If you prefer Dayle's presentation to be controlled from back-stage, providing her a remote control 'clicker' to prompt the changes, please make sure that there is a monitor for Dayle to see what is being projected on the screen if it is not within her line of sight.

Sound Check:

Dayle typically arrives to the meeting room one hour before the presentation for an AV check. It is requested that technical staff be present during the first 5 minutes of the presentation to double check that things are working properly.

Depending on the venue, supplying your own sound system provides better quality than using the house system.

ROOM SETUP:

Platform Riser:

Unless there is a stage, a riser is requested if there are more than 50 attendees. Please supply a bottle or pitcher of water and a glass for the table on stage.

Seating Preference:

Theatre or classroom seating is preferable in chevron style seating. We understand that when planned on or around a meal, this is not possible. A wide room is preferable to a long narrow room. Do not put too wide of a gap between the speaker and the audience. This tends to diminish the speaker's ability to really connect with the audience. We suggest that you keep the distance to within 4 to 7 feet to the start of the audience.

Standing room is better than empty chairs. It raises the energy level. It is better to have enough seats for your expected attendance than to have rows of empty chairs. Think of it this way, you want people to walk away saying "the room was packed with standing room only." That is much better than "attendance was low".

For the benefit of your audience and Dayle, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Dayle is presenting her keynote or seminar. Coffee and tea is a great service to your attendees. However, please do not have coffee service available inside the room. It can distract your participants too easily. It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.

Lighting:

Please make sure the room is well lit especially the stage or riser area. People remember more and laugh more in bright rooms. Dayle prefers to see the faces of the audience. This allows her to see how they are responding to her presentation. Proper lighting conveys energy and a positive mood. Use a dark background at the front. It will eliminate distractions and help the speaker stand out. As a result, audiences tend to pay more attention and listen better.

Please request photographers refrain from taking photos during the first 15 minutes of the program. This can be distracting to the speaker and audience.

INTRODUCING DAYLE LAING:

Please read Dayle's introduction, or keep it fairly close **TO THE WAY IT IS WRITTEN**. If you do not have a copy of her introduction in your package, please

call our office to request one, download it from our website www.daylelaing.com , or ask Dayle on site.

Try having the group in a fun upbeat mood before introducing Dayle. Sad announcements or moments of silence for a departed friend are appropriate, but just not before introducing your speaker.

RECORDING DEVICES:

Audio and/or video taping is available with **PRIOR WRITTEN AUTHORIZATION**. If you're interested in taping Dayle's presentation, please review our recording agreement. If you do not have a copy, please call our office and request one or download from our website.

SCHEDULING CONCERNS:

It is not a good idea to have your main speaker the last day of a conference when your participants have been up late the night before. An extended cocktail party is not a good start for your audience, or your speaker. To get the most from your investment of Dayle's presentation, consider changing the schedule to maximize her message and the response from the audience.

Please do not have awards or lengthy announcements immediately following Dayle's presentation. This tends to diffuse the energy and message Dayle has just left with your group. Consider having these announcements first, or taking a break following her presentation, especially if you have had her speaking for more than one hour. This break will also give her the opportunity to meet and shake hands with your attendees during the break following her presentation.