

# JEN BUCK

Award-Winning Keynote Speaker

Master Certified Trainer

2X Best-Selling Author

TV & Podcast Host

## Speaker Rider

### Audio-Visual

- PowerPoint slides will be provided at least 48 hours in advance of the event and should be loaded to the conference computer system and pre-checked prior to Jen's arrival.
- Jen normally arrives 45 - 60 minutes before her presentation for an A/V check, which must be done before attendees arrive in the room. However, if that cannot be accommodated, an alternative time can be arranged.
- Jen requires a wireless lavalier microphone for any group more than 25 people. A confidence monitor and countdown clock are strongly preferred.
- It's critical to have a clear front-stage area, as Jen 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 their speakers. Tuck furniture at least 6 feet from the front of the stage if you absolutely can't remove it.
- To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental.

# Speaker Rider (continued)

**J E N B U C K**

## Scheduling & Logistics

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- 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 Jen takes stage.
- Also consider scheduling a break right after Jen's presentation. It helps facilitate that high-energy activity at the front of the room for people who want to say "hello," ask questions, and share their epiphanies. Plus, you get break-time conversation for people to discuss what they just learned.
- Because travel delays happen, Jen 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 & Handouts

- Please note Jen doesn't convert her slides to anyone's templates. Templates aren't glaring and Jen's presentation slides are designed to graphically supplement her verbal content and will not mirror the words in her speech.
- Jen'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.
- Jen owns and retains all rights to her materials and content. They cannot be reproduced or distributed.

## Recordings & Photos

- Feel free to take as many flash photos as you'd like before the talk, but please no flash during the presentation.
- You agree that Jen 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 Jen's talk.