



MEETING INFORMATION

Meeting Logistics • Personal Requirements • Contract Agreements • AV & Room Set-Up

Holding Dates

We will tentatively hold your date at the time of booking. Because of numerous inquiries and our desire to give clients an immediate answer, meeting dates can only be confirmed on Allison's master calendar by prompt return of the Speaking Agreement and required 50% deposit.

Recording

The fee quoted is based on the fact that there will be no audio or visual recordings made of the presentation. Permission for audio and/or visual recordings, for non-commercial use, must be made through Allison Massari and a fee will be assessed. We support an organization's desire to document their meeting through audio and/or video recordings particularly when the tapes are made available to the people in the organization. Our concern for recordings made of Allison's presentations is that they be of the highest quality and that we be allowed to preview them before they are duplicated for distribution. We will be happy to provide a separate quote.

Hotel & Local Travel

Hotel accommodations and local travel (ground transportation at destination) are not included in the engagement fee and will be charged to your master account. The hotel bill will include normal charges for one night. If the presentation lasts after noon, late checkout will be arranged for 2pm. After 2pm, a checkout for 4 pm will be arranged and after 4pm an extra night's stay may be required. A flat rate of \$1000 can be arranged if one night's stay is all that is required and travel is within the continental US.

Products

Books, video and audio tapes, transcripts and any other materials can be made available. We request a 6'-8' covered table for display.

Personal Requirements

Allison requests to have a quiet place to be in before speaking on stage.

AV and Room Set-up

- A lavalier clip-on microphone is preferred.
- Proper lighting with either a follow spotlight or stage lighting. Lighting is important and most hotel conference staff can improve the lighting at no additional expense.
- An unobstructed view of the audience.

Questions?

If you have any questions, do not hesitate to contact Allison Massari:

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