

Mark Sanborn - A/V Requirements

Below is a checklist that will ensure the best audience experience for Mark's program. Please share this list with your Meeting Planner and AV Contact Person. If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your program.

As part of the engagement, the Client and the Speaker agree to the following terms:

- Client will provide the room setup and wireless lavalier microphone
- Speaker does not typically use slides, but in the event he chooses to, he will notify Client in advance.
- Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him. The Speaker will not provide his slides in advance of the presentation, as they are updated up until show time.
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation, other than to hold his laptop, if required by stage setup.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.
- The Client is permitted to livestream the event at the time of the presentation and/or audio record or video record the presentation for archival purposes. The Client is also permitted to distribute the recordings after the event to registered attendees or employees who were unable to attend the live presentation, as long as the recording is password-protected on an internal site, removed after 90 days, and is not shared publicly.
- Should the Client wish to distribute the recordings publicly or use them in other ways not outlined herein, please inquire with Speaker Agent for permission. The sale of any recordings or use of recordings to create deviate works of any kind, at any time after the presentation, is

prohibited without receiving prior written permission and consent from the Speaker and the Speaker Agent.