**Sarah Sladek: Speaker Rider**

The following information is designed to optimize the audience experience and streamline speaker-client communication. This list is based on Sarah’s 15 years of professional speaking experience, and what she has pinpointed as an ideal behind-the-scenes set-up and process of working together.

Please have the person responsible for the event review and accept the following terms.

**Audio Visual**

*Laptop*

* Sarah uses her laptop (MacBook Pro) and a remote control that she brings with her. She also brings her own VGA and HDMI adapters.
* Sarah will not permit her presentation to be run on any computer but her own. This decision is based on a number of reasons –fonts, file size, and app-based polls notwithstanding. Utilizing someone else’s computer to show the presentation would severely compromise the quality of her presentation.

 *Video + Internet*

* Sarah will need Internet access during her presentation in order to successfully launch a Poll Everywhere audience participation poll. Audience members will participate in this poll using their mobile phones.
* Reserving a sound output feed is required because Sarah’s presentations include embedded video. If a sound feed is unavailable, please alert Sarah right away so she can adjust the presentation accordingly, omitting the video portions.

*Slides*

* Sarah will not convert her slides to use a provided template. Her slides are carefully designed to graphically supplement her verbal content; they don’t mirror the words in her speech. In addition, her decks are visually robust, containing numerous slides, and the presentation is customized to the audience.
* Sarah’s full slide deck is not available for download or to publish as notes or a handout.
* Slides are designed in standard format. If the slides need to be adapted for widescreen projection, please let Sarah know this during the client onboarding call.

*Stage + Mic + Tech Check*

* Sarah does not require the use of a podium to present. However, if a podium is already on the stage, she will use it as a stand for her laptop and requests it is placed to the side of the stage and not in the middle.
* In the absence of a podium, Sarah would prefer a table be placed on or near the stage for placing her computer.
* Whether Sarah is placing her laptop on a podium or table or elsewhere near the stage, the area needs to be wired accordingly for power, projection, and sound.
* Sarah prefers to use a wireless lavalier microphone. Her second choice is a headset. No handheld mics, please.
* Sarah will arrive on-site early for a tech check and presentation set-up, working in collaboration with the on-site A/V team. Please confirm the timing of the tech check with her during the client onboarding call.

*Q&A + Audience Interaction*

* Sarah is willing to do a 10-15-minute facilitated Q&A immediately following her presentation. Facilitated means someone comes on stage with her with a few questions at the ready. This person should be able to keep the entertainment going with a ‘talk show’ style approach to the Q&A session. Sarah has learned from experience this approach creates the best audience experience by far.
* It is recommended you schedule a break and book signing for attendees immediately following Sarah’s presentation. Sarah’s presentations are often followed up with large groups wanting to buy her book, ask questions, or simply say hello. This is a great way to further engage the audience and revenue-share on book sales.
* Sarah likes to engage the audience in participation exercises. Depending on room set-up, length of presentation time, audience size, and social distancing protocols, she will customize these activities and may request additional materials (flip charts, notecards, microphones) be provided. If there are concerns or limitations to these activities, please discuss with Sarah during the client onboarding call.

*Recordings and Photos*

* Feel free to take photos before and during Sarah’s talk but please, no flash photography during the presentation.

**Scheduling & Logistics**

* Sarah does everything she can to avoid flight delays. She will book her flight to arrive the day prior to her presentation and will usually depart the day following her presentation. Please book a hotel room for her for a minimum of two nights. If fewer nights are needed, Sarah will confirm this during the client onboarding call.
* Sarah will need a nonsmoking room, and a room which does not have an adjoining/connecting room (two individual rooms separated by a locked doorway). Sarah will not stay in a motel. If she’s staying in a hotel with an entertainment venue (casino, etc), she wants to be on an upper level. Safety, comfort, and quiet are of the utmost importance. Please send confirmation of the hotel booking at least three weeks prior to the time of travel.
* Unless the venue is remote and car rental is required to access it, please also book professional car service to and from the airport. Send confirmation of the car service booking to Sarah at least three weeks prior to the time of travel.
* Sarah would enjoy meeting with your executives prior to her speech. Dinner the night before is nice if travel and scheduling permits. This interaction is helpful for personalizing the presentation for your group.

**Covid-19**

* At Sarah’s discretion and on a case-by-case basis, she reserves the right to avoid unintentional exposure during the pandemic. This should in no way be interpreted negatively. The health and safety of Sarah and her clients is of the utmost importance.

**Suggested Intro**

* You have access to Sarah’s full bio if you prefer to go into greater detail on her background. Otherwise, here is a recommended speaker intro.

Have you ever found yourself saying, “We can't reach young people,” or “We can't get people of different generations to work together,” or “This organization is no longer relevant."? Our speaker today has the solution to those concerns and more.

Sarah Sladek is a next gen membership and employee engagement strategist. She’s an expert on bridging generation gaps and has helped organizations worldwide foster collaborative and inclusive cultures, engage younger generations, and realize unprecedented growth.

Sarah is the founder and CEO of XYZ University, LLC. Since founding XYZ University, LLC, Sarah has established Sarah Sladek & Co, Membership University, and Save the Associations. Not sure that I like the way this reads, but we need to maintain CEO of XYZ U… In addition, she’s the author of five books, a podcaster, and a web show host.

Sarah has dedicated her entire career to helping organizations prosper in a changing, disruptive marketplace. She’s been named a Talent Economy influencer, a social equity expert, and is a member of the Forbes Business Council.

Today, let’s listen as she sheds new light on…