Patty Shukla Keynote Speaker Event – Information and Rider

Lighting

All lights must be on in the room so all of the attendees can participate and see each other.

Technical Needs

A sound system that Patty can plug into must be provided. Patty will bring a small mixing board, her own microphone, guitar chord, and music player. An XLR-type cable is required to connect from the facility's sound system to Patty's mixing board. A power cord or power source must be provided near the table or stage area where Patty's mixing board will be located. Please provide the facility's technical person's name and contact information for communication before and during the event.

Hospitality

Please provide water and lunch for Patty on the day of the event.

Stage Requirements

If possible, the facility must provide a raised stage for Patty to present from.

Presentation Materials

The facility or event organizer will provide a laptop for the PowerPoint presentation and a clicker to move the slides forward. It is required to download the Dropbox link of Patty's keynote presentation at least one day prior to the event, as the file is large.

Breakout Sessions

If there is a breakout session in a different room, at least one hour must be allotted for the transition and moving of sound equipment. A facility tech person must assist in the transition.

Payment

Payment must be made in full on the day of the event, whether it is the remaining 50% balance or full payment.