



MELISSA MAJORS

MEETING PLANNING GUIDE

Presentation Delivery

- Melissa custom designs each of her keynotes. For this purpose, she requires every client to complete a questionnaire, and is available for a pre-call one month prior to your event.
- Melissa requires an AV onsite.
- Client needs to provide the following:
 - Room wired for sound / audio
 - Hands-free wireless microphone
 - LCD projector/wireless remote clicker/screen; house lights down when embedded video is played
 - Laptop table and chair on stage for speaker's personal laptop usage with PowerPoint
 - Internet (wired internet preferred but strong wireless is acceptable)
 - One bottle of water
- Melissa may use an audience engagement platform such as Evenium's ConnexMe, to facilitate polling, comments capture, word clouds, and social learning.
- Melissa's PowerPoint slides will be provided within five days of the presentation for preloading to Client's computer. If a Client-created PowerPoint template is required, Melissa requires the template no less than 30 days before the event. She will need Client's high-resolution company and/or conference logo(s) to customize the first and last slide.
- She dresses in business casual attire unless otherwise directed.
- Melissa recommends her book, *The 7 Simple Habits of Inclusive Leaders*, for all attendees and offers discounted volume pricing.
- Photographs are permitted if Client agrees to share electronic copies with Melissa.
- Video recording is not permitted without prior approval and Client signing Melissa's video release form.

Travel and Hotel Requirements

Client agrees to make and prepay for one to two nights hotel accommodations. Melissa requests a non-smoking room with a king-size bed for business travelers. Early arrival or late check out is often required depending on the time of her keynote and flight schedule.

Melissa Majors Introduction (Please help us to make the best impression possible and read exactly as provided below.)

Our next speaker is here to tickle our brains with thought-provoking stories that will not just inspire; her insight will prepare us to become even better leaders of ourselves and others.

You might have read her book, *The 7 Simple Habits of Inclusive Leaders*, or one of her articles in Forbes, The Meeting Professional, or numerous other publications that feature her wisdom. Or perhaps you've seen her spark epiphanies on keynote stages for MPI, SHRM, or others.

Melissa is endearing, authentic, and she's here with us today. Please give a big, warm **{Insert event or company name here}** welcome to Melissa Majors!

For your marketing needs you can access Melissa's topics via this link, <https://www.adlspeakers.com/melissa-topics>, and her bio and other marketing documents via this link <https://www.adlspeakers.com/melissa-other-resources>.