

## **Audio/Visual Needs**

- Byron provides his PowerPoint slides at least 48 hours in advance. Please load them on the conference system and pre-check before his arrival.
- Byron arrives 45–60 minutes before his session for an A/V check. Please ensure this can be scheduled before attendees enter the room.
- A wireless lavalier microphone is required for groups of 25 or more. A handheld wireless mic should be available as backup.
- A confidence monitor and a countdown clock are strongly preferred.
- The stage area should be clear of podiums and furniture within 6 feet of the front to maximize audience connection.
- Projection: one large screen off to the side or elevated never blocking center stage. Byron is the focal point; slides support his message.



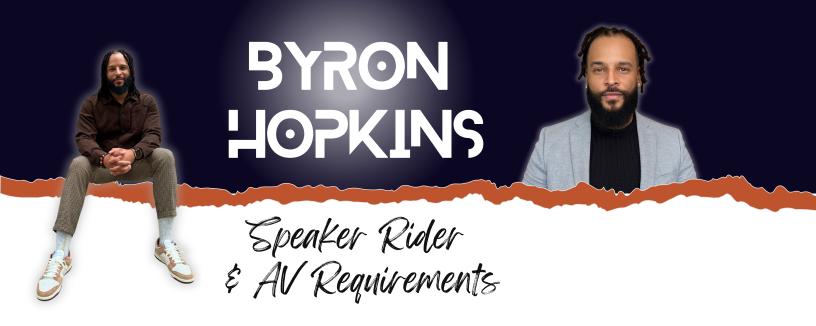
## **Scheduling & Logistics**

- Please schedule a short break before Byron's session to allow AV setup and create anticipation.
- A break immediately after Byron's session is recommended to allow attendees time to connect, ask questions, and process takeaways.
- Travel: Byron prefers to arrive the night before.
  Please arrange a non-smoking hotel room (on a higher floor, with late checkout if possible) near the venue.
- Airline Preference: Delta Airlines.



## Slides & Materials

- Byron's slides are designed to complement not duplicate—his verbal content. They should not be altered or converted to templates.
- The full slide deck is not available for distribution. If needed for certification, a brief session outline can be provided onsite.
- All materials remain the intellectual property of Byron Hopkins and cannot be reproduced, shared, or sold without prior written permission.



## **Recordings & Photos**

- Photos (non-flash) are welcome during the presentation. Flash photography should be limited to before or after the talk.
- Byron and his team may also capture photos/video for promotional use.
- Recording the full presentation requires prior written agreement. Recordings cannot be resold, distributed, or published without consent.

