

TRAVEL & LOGISTICS

Bob Prosen and his team make it easy for your organization to benefit from up-close-and-personal time with the nation's leading educator on "Accountability-Based Leadership and The Five Attributes of Highly Profitable Companies." We are pleased to work with your travel department in arranging the following:

Air Travel: We will make our travel arrangements and invoice our client only for the most economical, unrestricted round-trip coach airfare, ground transportation, customary gratuities, and moderate meals in the Continental U.S. Business Class airfare is required outside the Continental U.S.

Auto Travel: Auto mileage is invoiced at \$.38 per mile.

Hotel: Please make hotel arrangements for Bob, arranging for guaranteed late arrival and billing directly to your organization. A quiet, non-smoking room is preferred.

Audio/Visual Requirements: Bob enjoys moving freely around the room to interact with his audience and prefers using a wireless lapel microphone. For back-up, provide a hand-held microphone with a 50' cord or another wireless lavalier microphone. An additional hand-held microphone is required for workshops.

Lighting Control: Be sure to provide Bob a remote control for raising and lowering house lights or have a technical assistant present to provide this support.

Room Layout & Technical Requirements:

- One draped table for Bob's laptop, water and miscellaneous materials. (Bob uses his own laptop computer at most programs to emphasize his main points. PowerPoint is his standard presentation medium.)
- LCD projector — at least 1000 lumens.
- On-site A/V support to troubleshoot before and during presentation.
- Power source with multiple outlets and connections.
- Please tape all electrical cords to the floor.
- 8' screen or larger, depending on audience size, placed in right-hand front corner of the room from the audience's perspective. For most enjoyable results, please do not center screen in the front of the room.
- Stage area is typically 12' deep and 16' wide; set up along the long wall of the room. Stage height should be appropriate for room size and viewing audience. A good rule of thumb: up to 100 people, stage stands 1' high; up to 200 people, stage stands 2' high. Layout should be discussed if audience reaches 500 people or more.
- If stage is basic, two proportionate plants placed in the two back corners of the stage add a nice touch.
- When possible, please set the room wide instead of narrow and in theater style, with chairs facing the long wall, or with tables/chairs. For some workshops, round tables with seating for 8 are preferred.
- Seat the audience as close to Bob as possible and allow no more than 10% open chairs.
- Provide a well-lit room with house lights at 100%. Please provide extra lighting or a spotlight in the center front of the room where Bob speaks.
- Darken lights directly above the screen.
- Set the room at a comfortable temperature between 68° and 72°F.

Note: Because each presentation is customized to your organization's specific needs, please check with us in advance regarding A/V requirements to ensure that Bob provides your group the greatest experience possible. Thank you.