

Liz GOODGOLD

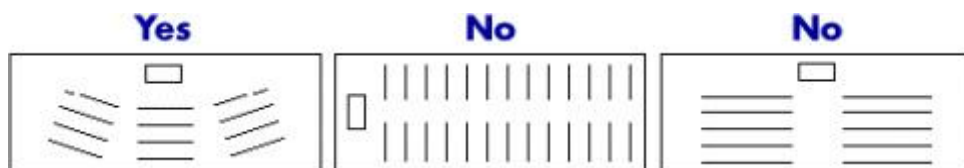
Secrets for a Successful Meeting

Pre-Event

- Please provide me with an attendee list including company names and web site addresses. This list will *not* be used for marketing to them, but for visiting the sites of your audience to ensure that my presentation is customized and relevant.
- Please allow me to attend your cocktail party, social hour, or any informal event on the day prior to speaking. Again, this interaction allows me to learn as much as possible about any special needs, problems, or issues that your attendees are facing.

Day of Event - Room Set-Up

- Please eliminate a lectern or head table. Instead, an empty platform works best allowing me to move around the stage (if there is one) and interact with your audience.
- To maximize audience interaction, please rope off the last few rows of chairs. Instead, have 2 assistants help with the seating to the front of the room.
- Table - Please provide me with a U-shaped table in the back of the room for educational resources. One 6' table with three 3' side tables work best.
- Please set up the room as follows:



- One bottle of still water (pick a brand - any brand!).

Other Requirements

- Unless you have specifically requested an overhead presentation, I *do not* use PowerPoint or overheads.
- One cordless (lavalier) microphone is ideal.
- One bottle of still water (pick a brand - any brand!).

Timing

- As it is very difficult to get the full attention of your audience while eating, please allow time for the clearing of plates *before* I am introduced.