

# Set up & Equipment

For all our conferences and workshops, we want to make sure all things run smoothly!



## PRESENTATION SYSTEM

Blythe will require visual projector/screen and sound system. Please let us know in advance if your event requires a rehearsal on the day of the event so we can ensure enough time in her schedule.

### 1. Visual and Sound System

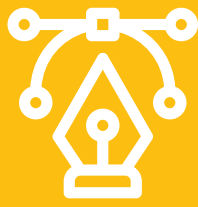
Blythe will use her own laptop (MacBook Pro) for the event which requires to be connected to the venue's internal conference system. We always carry our back-up connectors (HDMI or VGA) to connect to venue's system for both visual and sound. Please let us know details of venue's operating system. If you are unsure you can help us get in touch with the right people from the venue and we can chat to them directly.

### 2. Software

Blythe will use her own software (Keynote) to present to the audience. All Blythe's materials including digital and print are designed by her Design Team which requires a proper design setup in advance for elements used to work (fonts, icons, images, video and etc.). Using her own equipment and software ensures quality of the presentation for your audience.

### 3. Additional Equipment

Blythe may require sets of whiteboard(s), portable flip-chart(s) and markers during the event. Exact items and number of additional stationary may differ depending on the purpose and number of delegates for the event. We will request in advance should we need any of additional items.



## DESIGN & PRINTING

Our amazing creative team design and build all Blythe's materials including Keynotes, workbooks, digital materials, video and marketing materials for our clients to use.

### 1. Design and Graphic Elements

Our in-house design team takes care of design and printing of all session materials, unless requested by the Client. In this case, we will provide print ready PDF and print specification to ensure the quality of the materials.

### 2. Co-Branding and Customisation

Customisation service is available only for clients who opted for the customisation. Our design team may request necessary graphic files during the design process.

### 3. Printing

We organise printing as all our materials require design process, our design team will work printing turnover time into their production time and communicate in advance.

## SHIPPING & DELIVERY

We use TNT Courier Service or/and Australian Post for all our shipping as it allows us to keep track of all our packages to our clients.

### 1. Shipping Details and Delivery

Our team organises all shipping in advance to ensure delivery time. Please provide our team with all shipping details and instructions necessary to ensure safe delivery.

### 2. Ready for the session

When the printing materials are delivered to the client, it is client's responsibility to ensure all materials including workbooks, handouts, tools etc. are delivered to the event venue.



## ROOM SETUP & LAYOUT

Other things to consider for an awesome event:

### 1. Speaker's Table & Podium

In general setting of a workshop or/and keynote speaking, the facilitator will face the participant in front of the screen. Please provide a small table for speaker to place her equipment and materials if not already provided.

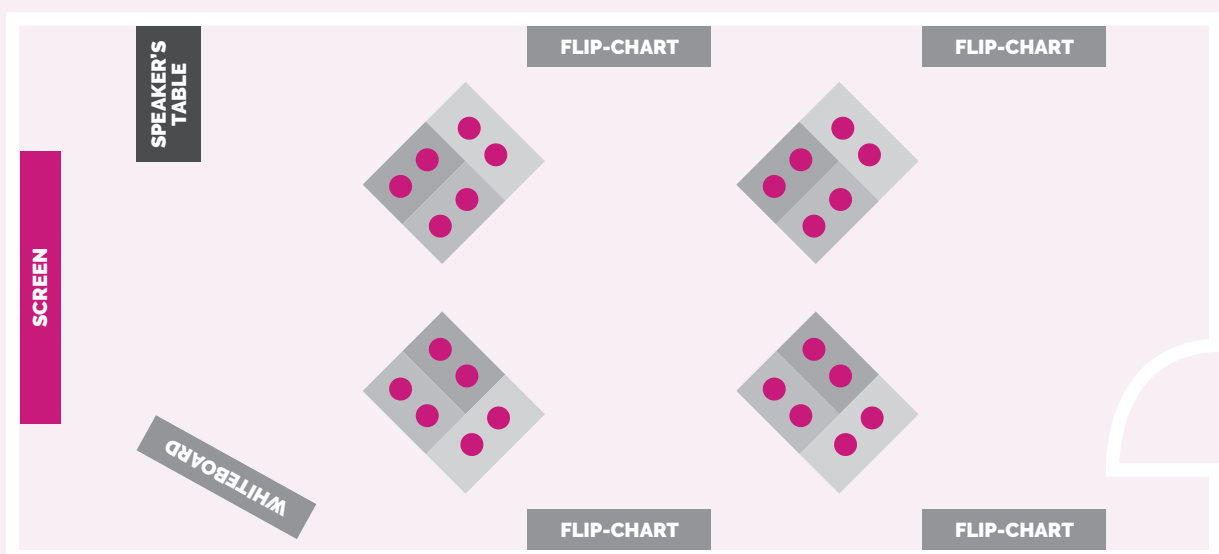
As for the Keynote speaking, we recommend either a podium or small table to be placed on the side of the stage to place a clicker and water for the speaker.

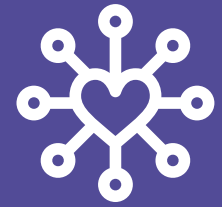
### 2. Participants Tables & Layout

The session would require in-depth discussion and activities. It is advised to seat the participants in table clusters.

We would suggest to assign four to five participants in each cluster. Ideally, it would be great to have some space at the back of the room for activities.

Please see an example below and keep in mind that the room setting will vary on the size of the session, room size and etc.





## SHARING THE LOVE

We want to have fun with our participants! So please feel free to share the love.

### 1. Filming and Photographing Blythe

With keynote speaking such as events and conferences, you may record Blythe.

We may provide a PDF version of selected keynote slides for your audience if requested.

We appreciate advance notice of any filming, interview, photo session, access to keynote slides etc. to allow Blythe's prepare her time and resources in advance.

### 2. Model Release and Permissions

By engaging Blythe, you have acknowledged, agreed and consented that the session can be filmed, photographed & testimonials to be sought. This acknowledgment, releases Blythe Rowe and Human Incite from any copyright and/or any legal liability to use the filmed footage, photographs and testimonials in our promotional material.

In case of filming, our team will give you plenty of notice and have a chat prior to organise logistics and access for our film crew. Please let us know in advance if you or your participants wish not to be filmed (obviously any confidential internal information would never be filmed or distributed).