



Allison Massari

Inspirational TED Speaker, Entrepreneur, Executive Coach and Artist, Named on "Best Keynote Speakers" List by M&C Magazine.

KEYNOTE

Length: Up to 60 minutes

AV NEEDS AND SETUP

- An AV check needs to be *completely finished* at least 75 minutes prior to Allison's presentation. She is happy to arrive as early as you need.
- A "headset microphone" similar to a DPA 4088 or an E6 Countryman is needed for the best sound quality.
- A monitor or laptop is needed near the foot of the stage so that Allison can see her PowerPoint as she advances the slides and walks the stage. It is extremely important that the IMAG footage is not streaming on this monitor and that only the PowerPoint is on the monitor.
- A wireless remote is needed to advance the PowerPoint slides. Allison requests to have full control of the slides rather than an additional person back stage pushing through her slides as she advances them.
- A lectern off to the side of the stage is needed.
- To focus and prepare, Allison likes to be in a quiet room for one hour prior to going on stage. If you can accommodate a quiet room with no interruptions or distractions near the event room, and also near a restroom, it is greatly appreciated. If not, she will find a spot on her own.
- Please, ensure that there will be no food or servers coming in or out of the room during the presentation. Thank you!

POWERPOINT

- Allison will send the PowerPoint in advance via Dropbox.
- Allison's PowerPoint presentation contains her copyright protected artwork. The PowerPoint is for use during her keynote only. Since her work is copyright protected, Allison Massari's PowerPoint may not be shared in any additional forms including print, digital or online versions.

PHOTOGRAPHY

- It is important that there is no flash photography during Allison's presentation, as this can be distracting and feel like an interruption for the speaker. We ask that you let any designated photographers know, since it is specifically professional camera flashes that can cause a potential disruption. We recommend that someone is assigned to watch the room during her speech to be sure that this can be accommodated. We thank you in advance for your understanding.
- Please provide any photographs of Allison Massari to her within 14 days of the event so that she may be able to include them on her website and in speaker materials:
CS@AllisonMassari.com
- *Allison Massari's name, image, biographical information or likeness may not be used in any manner, including, but not limited to, an endorsement or promotion of any product, service, group, or opinion without prior written permission from Allison Massari/Massari Fine Arts, LLC.*
- We will provide a headshot of Allison Massari that may be used to promote your event and used for materials related to the event such as a conference brochure.

VIDEO RECORDING

Please note that the content of Allison Massari's presentation is governed by intellectual property law, and there are restrictions on the use of recordings of her presentation. **No audio or video recording is allowed without a signed Film Agreement from Allison Massari's office.** If you would like to film or tape the keynote, please email us with the details of your filming request, and include exactly how you plan to use the recording. Depending upon the intended use of the footage, a fee may be required. Upon approval of your request, Allison's office will create a film waiver agreement to be mutually signed.

BIO, PROGRAM DESCRIPTION, INTRODUCTION

- Allison will provide both a bio and a program description customized for your group.
- Her office will also provide an introduction for you to use that is perfect for setting up her presentation in the best way.

LOGISTICS

- Please arrange and directly pre-pay for the hotel (room, taxes, internet, incidentals, room service charges) and confirm that all will be billed to the client master account.
- Please provide professional ground transportation at event site or reimburse for ground transportation or car rental. If you are arranging a car service for her, please keep in mind that she prefers to arrive at the airport two hours before her flight.
- Allison always flies in the day before her keynote. She prefers to fly out the day after her keynote, so that she may completely focus on your event and not be required to rush to leave after the presentation. With this in mind, one or two hotel nights are requested depending upon flight schedule.
- Please reserve a non-smoking room for two nights, with two queen beds and near the hotel lobby.

OTHER

Allison is coming to support you. We try to be very easy to work with and we pride ourselves on not needing too much time and attention from your team, as she knows she is just one small part of the whole event. If you really want to go over the top to make Allison feel comfortable then having several bottles of room temperature water for her in her room will make her very happy!

Thank you so much for taking the time to review these requests. Allison is very much looking forward to meeting you and to providing a fantastic program for your event!