

# BILL HOGG: PERFORMANCE *EXCELERATOR*<sup>TM</sup>

I'm delighted to be working with you and your organization. I have fairly simple needs for my workshops and presentations. In our discussions while planning this program we'll uncover any others that might be there.

## AUDIO-VISUAL REQUIREMENTS

- Room layout prior to the presentation
- Sound system with wireless lapel/headset microphone and connection to computer for videos
- LCD projector with Presentation remote
- Raised platform for presentation -- if possible
- Projection screen large enough/high enough to allow visibility to all participants -- please ensure I don't need to walk in front screen during my presentation
- Please ensure that I can see the screen from the stage/presentation area (this is very important)
- I like to move around and interact with the audience! Small table for water, props, notes etc. Please make arrangements for podium to be moved off to side if used for previous speakers.
- Room temperature water available
- Flip Chart (x2) with markers
- Biography/Introduction: I will write an introduction that should be used when introducing my presentation

I can provide my presentation on USB drive (we work on PC, please advise if MAC format required) or use my own computer. Please indicate if materials are required prior to presentation date.

*Videotaping & Voice recording is prohibited unless arrangements have been previously agreed.*

## MAKING IT RELEVANT

To ensure the relevance of the presentation, I will send you a questionnaire -- Energizing Your Audience - - to help me understand your goals, your audience and the culture of your organization.

Every engagement includes pre-session phone call(s) with event leaders to make sure that I understand your needs.

If appropriate, I also ask for the opportunity to speak to some audience participants before the event, to get additional insights.

## YOUR SATISFACTION IS MY PRIMARY FOCUS

I work hard to ensure you are satisfied. If, for any reason, you are not satisfied at any time, please let me know. I will work to make it right until you are satisfied.

On the other hand, **if you are pleased with the outcome, please write three letters of recommendation to colleagues in companies or organizations of equal stature.** By doing this, I am able to focus my energies on working for you versus marketing to the world.

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**BILL**  
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