

Speaking Policies and A/V Requirements

Joanne Cantor's presentations make ample use of slides presented via PowerPoint through a digital video projector. Dr. Cantor will bring her own laptop, and for the optimum effect of her presentations, she requests that the following be provided by the Client:

- A digital LCD projector
- A backup laptop
- A projection screen measuring 8 feet or larger
- A wireless lavalier microphone
- A podium
- Set-up should permit the Speaker to control the PowerPoint presentation from the podium
- The ability to dim the lights that project on the screen
- On-site A/V support

Fees and reimbursements: (The speaker fee does not include travel, hotel, meals, audio-visual equipment, or reproduction of handout material.)

Travel:

Reimbursement for travel will include all reasonable and customary travel expenses including expenses for round-trip coach airfare from Madison, Wisconsin, ground transportation, meals and tips. Automobile mileage will be billed at the IRS standard rate. Airfare will be paid directly by the Client, with the itinerary to be agreed upon in advance between the Dr. Cantor and the Client. All other expenses will be submitted by Dr. Cantor within 14 days after the event.

Overnight Accommodations (if necessary):

The Client will make hotel arrangements with the room billed to the Client at the Client's business address. Please reserve a non-smoking room with late arrival guaranteed.

Audio and Video Recording:

Audio or video recording of Dr. Cantor's programs is not permitted without express written consent. Please contact Dr. Cantor prior to the event for permission. Any such recordings may not be sold, but may be distributed to internal staff only. Dr. Cantor requests that a master copy (in editable format) of any recording be sent to her within 30 days of the event.

Pre-event Promotion:

The Client is authorized to utilize the information in the speaker's biography or from the Your Mind on Media website for the purpose of promoting the contracted event.

Dr. Cantor is available for media interviews before, during, or after your event. She is happy to do newspaper and radio interviews by phone in advance of the event.

Coordination:

Dr. Cantor will coordinate the details of the program with the Client in order to maximize the benefits the participants receive from the program.