



Diane Ripstein
sound as smart as you are

Keynote Speaker
Executive Coach
Communications Consultant

Program Logistics

Great planning leads to a great event. Help us ensure your success.

Please review the following and let's make sure we are on the same page. Our goal is to make this as easy for you as possible.

Promotional Materials

Please send us the event publicity and include us on any promotional emails. We would also appreciate a copy of the program that will be used.

Introduction

Diane's office will send a prepared introduction for your M.C. to use in introducing her.

Staging

No lectern or podium, please. A small table (for water, papers) would be appreciated. Keynote: Please provide a standing hat rack with multiple hooks.

Microphone

Diane will bring her own wireless headset so she can move around freely. Please provide a wireless handheld for Diane to use during audience interaction.

Audio/Visual

Keynote: PowerPoint slides will be provided to you in advance. Breakout and Training: No PowerPoint will be used.

Handouts

Keynote: Diane will not use handouts. Breakout and Training: Diane will provide a PDF of her handouts in advance for you to copy and distribute to all attendees.

Hotel and Travel Arrangements

Diane's fee is all inclusive. Please arrange hotel room reservations (non-smoking, guaranteed late arrival), preferably at the hotel where the event is held, and direct bill to your organization. Diane will make her air travel arrangements (non-stop, when possible), non-refundable coach fare, roundtrip from Boston, MA. Itinerary will be shared when arrangements are made.

Ground Transportation

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Diane.

Payment of Fee

In order for your date to be reserved on Diane's calendar, 50% of the agreed fee is to be paid when the contract to offer services is submitted. The remaining 50% is to be paid on location before Diane speaks.

Audio and Video Recording

Audio and Video Recording is not in the contract and is not permitted. If you wish to discuss, please contact Diane's office.

Questions?

Please feel free to call us at 617-312-7074.

Thank you.

We are looking forward to a Terrific Event.