

Linda Swindling - Frequently Asked Questions

Thank you again for selecting Linda Swindling to address your audience. Below you will find the answers to many frequently asked questions. Linda will tailor her presentation for your audience and conference objectives.

- 1. Contact Information:** Linda's Business Manager, Jill Scott handles contracting, logistics and general information. You may contact Jill at:

Jill Scott
Ph: 412-212-3193
jill@lindaswindling.com

Carla Epley handles all of Linda's invoicing. You may contact her at:

Carla Epley
Epley & Associates, Inc.
Ph: (972) 492-6104

- 2. Promotional Support:** We require approval of any descriptions of Linda in brochures, conference programs, website, etc. We are happy to email you Linda's bio and a jpg photo that can be used for promotional activities.
- 3. Introduction:** An introduction for Linda will be sent one week prior to the event.
- 4. Audio-Visuals:** Linda will need a LCD projector, screen, audio cable/speakers for sound (brief videos will be used), wireless lavalier microphone and a small table up front for notes and computer. Screen to the right of the presenter if possible. Linda will bring her own PC laptop.

Linda requires a sound-check to test all audio visuals prior to her presentation.

- Microphone should have fresh batteries and a back-up microphone should be available.
- LCD projector should have an extra bulb on hand.
- If a client-created PowerPoint template is required, it needs to be provided 30 days prior to the presentation date.
- If you need a copy of Linda's presentation prior to the event, please advise as quickly as possible.

- 5. Room Set Up:** For workshops, Linda prefers the room be set up in crescent rounds with six people per table; no backs to the front. A small table or podium for materials should be easily accessible. A six-foot draped table is needed in the back of the room if books are sold after the presentation. Room lighting needs to be able to be dimmed and brought up to full light.
- 6. Handouts:** If handouts are to be used, Speaker will send master handouts electronically to Client. Client is to reproduce handouts, one per attendee, on 28lb paper, two-sided and color preferred.

NEGOTIATE

LINDA SWINDLING, JD, CSP

7. **Resources:** Linda's books make a nice gift and extend the learning for the attendees. Discounts are available on pre-purchases of 20 or more. Linda is happy to sign books following her talk:

Ask Outrageously: The Secret to Getting What You Really Want \$18.95

Stop Complainers and Energy Drainers: How to Negotiate Work

Drama to Get More Done \$17.95

If books are to be sold on-site, a six-foot draped table and one volunteer are needed in the back of the room. This is to support sales and allow Linda to autograph books. Black Sharpies are needed for signing books.

8. **Air Arrangements:** We are accustomed to handling Linda's air arrangements and typically make flight arrangements one month prior to the event. If you want to make these arrangements, please advise immediately.
9. **Accommodations:** We ask that you make and pre-pay Linda's hotel reservation at the hotel where she will speak or at one very close by. Linda prefers a non-smoking, king size bed for business travelers. Due to allergies, Linda needs a no-pet room with foam pillows. Once you have made the reservation please send us a confirmation.
10. **Airport Transfers:** Upon receipt of Linda's travel itinerary we ask that you arrange her local ground transfers.
11. **Dress:** Linda typically dresses in business attire when she speaks. If you would prefer her to dress otherwise, please advise us. If you will be videotaping Linda or displaying her on screen while she speaks, please let us know the stage background. Linda will want to wear a contrasting color.
12. **Videotaping:** Videotaping will be permitted for archival purposes only with the condition that Linda gives express written permission PRIOR to the taping and receives a copy of the tape within 30 days after the engagement to use in her own marketing. Under NO circumstances may videos be sold or shown to audiences without express written permission of Linda.
13. **Audience Feedback:** Please provide us with the sample questions used on the audience survey form to share with Linda. Per the agreement, we want to receive a summary of the survey within 30 days of the presentation.
14. **Special Needs:** As stated above in the Accommodations section, due to allergies, Linda needs a no-pet room with foam pillows.