

## FREQUENTLY ASKED QUESTIONS

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

- 1. Contact Information:** Brian's Business Manager, Michele Lucia with ADL Speaker Management, LLC handles invoicing and general information. You may contact Michele at:

Michele Lucia  
ADL Speaker Management, LLC  
74 Calle Marbella  
Pensacola Beach, FL 32561  
Ph: 214-543-0844  
[mlucia@ADLSpeakers.com](mailto:mlucia@ADLSpeakers.com) or [michele@briangareauinc.com](mailto:michele@briangareauinc.com)

Please send company materials and other information on the presentation to Nancy Winkler, Logistics Coordinator. You may contact her at:

Nancy Winkler  
Ph: 214-289-8318  
[nancy@ADLSpeakers.com](mailto:nancy@ADLSpeakers.com)

- 2. Promotional Support:** We are happy to email you Brian's bio and a jpeg photo that can be used for promotional activities.
- 3. Introduction:** An introduction for Brian is included with this information.
- 4. Room Set Up:** Brian prefers the room be set up in crescent rounds with six people per table. 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.
- 5. Audio-Visuals:** Brian will need a wireless lavalier microphone and a LCD projector (he will bring his own laptop) and screen. For his breakout sessions / workshops he will need the above and a flip chart.
- 6. Handouts:** If being used, approximately two weeks prior to the talk we will provide you with an electronic version of the handout for reproduction and distribution. If you need it earlier, please advise us as quickly as possible. Handouts should be printed on 8½" X 11", 28 lb paper with one page per side.
- 7. Resources:** Brian's products make nice gifts for the attendees. Discounts are available on pre-purchases of 20 or more. Brian is happy to sign books following his talk:

*180 Ways to Build Employee Engagement* - \$10.95  
*A Slice of Life: The Benefits of Personal Engagement* - \$14.95

If resources 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 Brian to autograph books.

- 8. Air Arrangements:** We are accustomed to handling Brian'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 Brian's hotel reservation at the hotel where he will speak or at one very close by. Brian prefers a non-smoking, king size bed for business travelers. Once you have made the reservation please send us a confirmation.
- 10. Airport Transfers:** Upon receipt of Brian's travel itinerary we ask that you arrange his local ground transfers.
- 11. Dress:** Brian typically dresses business casual when he speaks. If you would prefer him to dress otherwise please advise us. If you will be taping Brian or displaying him on screen while he speaks, please let us know the stage background colors. Brian will want to wear a contrasting color.
- 12. Videotaping:** Videotaping will be permitted for archival purposes only with the condition that Brian gives express written permission PRIOR to the taping and receives a copy of the tape within 30 days after the engagement. Under NO circumstances may videos be sold or shown to audiences without express written permission of Brian Gareau, which is not accessible to the general public that renders it "Confidential Information".