



MEETING PLANNER RESOURCE

SPEAKER REQUIREMENTS

Event coordination guidelines designed to help Adam and your team prepare for a smooth, professional, and highly engaging experience.

BUILT FOR COLLABORATION. Every event is different. These guidelines outline the nontechnical details that help Adam prepare, arrive ready, and deliver the strongest experience possible. They are intended as a planning guide, not a rigid rider; if your event has unique requirements, we are happy to work with your team.

01 PRE-EVENT COORDINATION

ALIGNMENT BEFORE EVENT DAY

- Please provide the final event agenda or run-of-show, confirmed keynote time, venue details, and primary event-day contact.
- A brief pre-event conversation may be scheduled to discuss the audience, organizational context, event theme, desired outcomes, and relevant sensitivities.
- Please share any approved pronunciation guidance, executive names, sponsor acknowledgments, or event-specific details Adam should know.
- If the program format, timing, or audience composition changes materially, please notify Adam's team as early as possible.

03 ARRIVAL & ON-SITE ACCESS

READY BEFORE THE ROOM OPENS

- Please provide venue access instructions, parking/loading information, security procedures, and the primary on-site contact before arrival.
- Adam should have reasonable access to the presentation space before the audience enters for final preparation and coordination.
- When available, a private or quiet preparation area near the presentation room is appreciated.
- Please provide bottled or room-temperature water near the stage or preparation area.

05 RECORDING, BOOKS & POST-EVENT ENGAGEMENT

EXTENDING THE EXPERIENCE

- **Recording:** Please coordinate professional recording, livestream, rebroadcast, or distribution plans with Adam's team in advance.
- **Books:** If books are included in the engagement or a signing is planned, confirm quantities, delivery, sales process, table setup, and timing in advance.
- **Follow-up:** Any agreed workshop, leadership session, virtual follow-up, or additional engagement should be reflected in the final event plan.

02 TRAVEL & LODGING

EVENT-RELATED TRAVEL

- For engagements requiring travel, transportation and lodging arrangements should follow the terms confirmed in the engagement agreement.
- When hotel accommodations are required, a professional business-class property reasonably convenient to the event venue is preferred.
- Please communicate any event-provided ground transportation, airport transfer, parking, or credential requirements in advance.
- Final travel details should allow adequate time for arrival, preparation, and any agreed technical or event briefing.

04 SCHEDULE & PROGRAM FLOW

PROTECTING THE KEYNOTE EXPERIENCE

- Please provide the agreed keynote time and presentation length in the final run-of-show.
- Avoid shortening or materially shifting the keynote without coordinating with Adam's team whenever possible.
- If introductions, awards, videos, panels, or other program elements occur immediately before the keynote, please include them in the final agenda.
- For the strongest audience experience, allow a clean transition into Adam's introduction and presentation.

- **Photography:** Event photography is welcomed; when possible, please provide Adam's team access to approved event images after the engagement.
- **Meet-and-greet:** If a reception, VIP interaction, or post-keynote meet-and-greet is requested, please include it in the event schedule.

PLANNING QUESTIONS? We know event formats, venues, and organizational requirements vary. If something in this guide does not fit your event, contact us and we will work with your team on the right approach.

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