



## SPEAKER RIDER

### Audio-Visual

- Slides will be provided at least two days in advance of the event and should be loaded to the conference computer and pre-checked prior to arrival-unless Dr. Doolittle is using his own laptop.
- Dr. Doolittle normally arrives one hour before his presentation for an A/V check, which must be done with attendees not in the room. However, if that cannot be accommodated, an alternative time can be arranged.
- Dr. Doolittle requires a wireless lavalier microphone for any group of more than 25 people. A confidence monitor and clock are preferred.
- Dr. Doolittle will be moving around the stage for maximum audience engagement. A podium at the front and center of the stage blocks your audience's view.
- Furniture should be set back from the front of the stage if you absolutely can't remove it. To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage.

### Scheduling & Logistics

- To create some anticipation for the session and to allow for AV setup and testing (discussed above) it's often best to schedule a break before Dr. Doolittle starts.
- Also consider scheduling a break right after Dr. Doolittle's presentation. It helps facilitate a high-energy conversation for people who want to say "hey," ask questions, and get their copy of his book signed. Plus, you get break-time conversation for people to discuss what they just learned.
- Because travel delays happen, Dr. Doolittle prefers to arrive the night before the event. Please arrange or recommend a hotel that's either at the venue or closer to the airport than the venue itself. Please book a non-smoking room with late checkout guaranteed.

### Slides & Handouts

- Please note Dr. Doolittle doesn't typically convert his slides to other templates. Slides are designed to graphically supplement the keynote and don't mirror the exact spoken words.
- A PDF of Dr. Doolittle's full slide deck is available for download at the end of his presentation. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.
- Organizational Talent Consulting owns and retains all rights to his materials and content. They cannot be reproduced or distributed without expressed written consent from Dr. Doolittle.

### Recordings & Photos

- Feel free to take as many flash photos as you'd like before the talk, but please no flash during the presentation.
- You agree that Dr. Doolittle and Organizational Talent Consulting have the right to photograph the session, as well, and use the photos online or in print.
- If we've agreed to permit recording of the session, plan ample time to test sound pick up and to verify that the sound patch doesn't interfere with the projection-output quality (sometimes an issue).
- Unless you specifically agreed to work it out, you don't have the ability or right to record and then resell or distribute Dr. Doolittle's talk.





## Life-Changing Leadership Habits

### INTRODUCTION

Feel free to use this as a starting point.

Dr. Jeff Doolittle has helped business owners and executive leaders of small businesses to global Fortune 50 companies, and his work is taught in university classrooms. He is the founder of Organizational Talent Consulting, a premier executive coaching and business consulting firm for leaders and organizations interested in achieving success and significance.

Recently he served as the associate dean of online graduate business programs for his alma mater, Olivet Nazarene University. Jeff received a doctorate in Strategic Leadership from Regent University and is a certified International Coaching Federation executive coach. Dr. Doolittle has helped hundreds of people on the road to recovery from life's hurts, habits, and hang-ups through a non-profit community ministry he started in his hometown.

