

Speaker Requirements

Last updated 1 March 2024



First, thank you for having me! I'm excited to meet your group. I know you want an upbeat, high-energy presentation. So do!! As an audience member and from up on stage, I've had many opportunities to see what works well and what doesn't. To deliver you the best experience possible and to prevent glitches or misunderstandings, I've created this list of suggestions and requirements. Thank you for inviting me, and I look forward to working together to make your event fun, memorable, and impactful – Alicia.

AV Notes

- Alicia uses her laptop (MacBook Pro) and a remote control that she brings with her. **Her presentation does not run on any computer but hers.**
- Alicia's computer must be at the front of the room with her, where she can access it to be most nimble.
- AC power should be within a metre of the computer, and the laptop must be set up within reasonable sight of the most distant point where she will be standing. Having it on a low table rather than a podium works best.
- If sound output or external video is required, she'll confirm this with you— please let her know when you need to know this.
- Alicia needs a wireless lavalier/ lapel microphone for groups of more than 25 people.

Preferred Gear

We can make do with other arrangements, but please let us know in advance.

- Lapel mic
- HDMI input (own laptop)
- Whiteboard
- Water on stage

Scheduling and Logistics

- Alicia loves cooperating with your team on a tech check, preferably 20-30 minutes before she goes on stage.
- Please disallow servers from serving food or clearing plates during the presentation.
- Alicia will modify her presentation where needed if the event is behind schedule.

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Slides and Handouts

- Alicia doesn't convert slides to anyone's templates. Templates don't distinguish one presentation from another.
- Alicia's full slide deck is not available for download or to publish as notes or a handout.
- Alicia owns and retains all rights to her materials and content. Always. They cannot be reproduced or distributed.

Recordings and Photos

- You have permission to record Alicia's keynotes and workshops. If you take any videos or photos, please share these freely on social media and make sure to pop us a copy through at info@aliciamckay.co.nz
- Feel free to take photos before and during Alicia's talk
- You agree that Alicia has the right to record and/or photograph the session, as well, and use photos online or in print.

Suggested Introduction

Have a Google, have a read and craft your own brief introduction on the spot if you like. Otherwise, check out the MC Intros available on the [Client Resources](#) page.

Follow-up

Alicia sends a brief email after each keynote or workshop with additional resources and encouragement. Please provide your attendee list or an appropriate email for distribution.

Final notes

Note: Alicia tends to swear. If this is inappropriate for your audience, please notify us beforehand.

If you have any questions or concerns, send us an email. We're always happy to answer questions ahead of the day.