

FREQUENTLY ASKED QUESTIONS

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

1. **Contact Information:** Caroline'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 or michele@CarolineMiller.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

2. **Promotional Support:** We require approval of any descriptions of Caroline in brochures, conference programs, website, etc. We are happy to email you Caroline's bio and a jpg photo that can be used for promotional activities.

Please note: Caroline is NOT a Psychologist and should never be referred to as such. She does call herself a "positive psychology expert."

3. **Introduction:** An introduction for Caroline is included with this information.
4. **Room Set Up:** Caroline 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. Room lighting needs to be able to be dimmed and brought up to full light.
5. **Audio-Visuals:**
For keynotes Caroline will need a wireless lavalier microphone.
For her breakout sessions/workshops she will need a laptop, LCD projector, screen, high-speed wireless internet and wireless lavalier microphone and a [Comfort Monitor Presenter's View](#).
 - PREZI presentation pre-tested
 - Microphone should have fresh batteries and a back-up should be on hand
 - LCD should have an extra bulb on hand
 - [Click Here](#) for more information on Presenter's View for PC
 - [Click Here](#) for more information on Presenter's View for MAC

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:** Caroline's products make nice gifts for the attendees. Discounts are available on pre-purchases of 20 or more. Caroline is happy to sign books following her talk:

<i>Positively Caroline</i>	\$14.95
<i>Creating your Best Life</i>	\$14.95
<i>My Name Is Caroline</i>	\$14.95
<i>Feeding The Soul</i>	\$14.95
<i>Bright Words for Dark Days</i>	\$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 Caroline to autograph books. Fat black Sharpie needed for signing books.

8. **Air Arrangements:** We are accustomed to handling Caroline'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 Caroline's hotel reservation at the hotel where she will speak or at one very close by. Caroline prefers a non-smoking, king size bed for business travelers with access to a gym. Once you have made the reservation please send us a confirmation.
10. **Airport Transfers:** Upon receipt of Caroline's travel itinerary we ask that you arrange her local ground transfers.
11. **Dress:** Caroline typically dresses in business attire when she speaks. If you would prefer her to dress otherwise please advise us. If you will be taping Caroline or displaying her on screen while she speaks, please let us know the stage background. Caroline will want to wear a contrasting color.
12. **Videotaping:** Videotaping will be permitted for archival purposes only with the condition that Caroline 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 Caroline Miller, which is not accessible to the general public that renders it "Confidential Information".
13. **Gift Recommendations:** A gift is NOT NECESSARY; however, if this is something you would like to do Caroline wears a women's large and likes fruit or flowers. She does not drink alcohol.