



## Speaker Requirements and Frequently Asked Questions

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

- Contact Information:** Caroline is represented by Spencer's Consulting. Melissa Spencer handles contracting, invoicing, logistics, and general information. You may contact Melissa at:  
Melissa Spencer  
Owner, Spencer's Virtual Solutions, LLC dba Spencer's Consulting  
Speaker Manager for Caroline Adams Miller, MAPP  
3017 Dotted Wren Avenue  
North Las Vegas, NV 89084  
O: 702-844-2371  
M: 407-222-2968  
E: [melissa@spencersconsulting.com](mailto:melissa@spencersconsulting.com)
- Promotional Support:** Caroline's bio, intro, and photos, which can be used for promotional activities, are available at this [link](#). We require approval of any descriptions of Caroline in brochures, conference programs, website, etc. Please note: Caroline is NOT a Psychologist and should never be referred to as such. She does call herself a "positive psychologist expert."
- Audio-Visual:** Caroline will need the following:
  - Laptop
  - LCD Projector and Screen (extra bulb on hand for projector)
  - Wireless Lavalier Microphone (microphone should have fresh batteries, and a back-up microphone should be available).
  - High-speed wireless internet
  - Comfort Monitor with Presenter's View
  
  - Caroline requires a sound check to test all audiovisuals at least one hour before her presentation.
  - If a client-created PowerPoint template is required, it must be provided at least 30 days before the presentation date.
- Room Set-Up:** For workshops, Caroline prefers the room to be set up in crescent rounds with six people per table. A small table or podium for materials should be easily accessible. Room lighting needs to be able to be dimmed and brought up to full light.

5. **Handouts:** If being used, we will provide you with an electronic version of the handout for reproduction and distribution. If needed by a specific date, please advise us as soon as possible. Handouts should be printed in color on 8½ x 11", 28 lb. paper, one page per side.
6. **Books:** Caroline's books make nice gifts and extend the attendees' learning. Caroline is happy to sign books after her presentation.

Visit [www.porchlightbooks.com](http://www.porchlightbooks.com) for quantity discounts on the following:

- Big Goals: The Science of Setting Them, Achieving Them, and Creating Your Best Life
- Creating Your Best Life: The Ultimate Life List Guide

Visit [www.carolinemiller.com/author/](http://www.carolinemiller.com/author/) for information on other books and contact Melissa Spencer to inquire about pre-purchase bulk discounts.

A six-foot draped table, black Sharpies, and one volunteer are needed for a book signing.

7. **Air/Ground Travel Arrangements:** Caroline handles her own air and ground transportation arrangements. If you prefer to make these arrangements, please let us know immediately.
8. **Accommodation:** Please book and pre-pay for Caroline's hotel reservation at the hotel where she will be speaking or at a hotel near the venue. Caroline prefers a non-smoking, king room for business travelers with access to a gym. Once you have confirmed the reservation, please send Melissa Spencer the confirmation details.
9. **Attire:** Caroline typically dresses in business attire when she speaks. If you would prefer her to dress otherwise, please advise us. If you will be videotaping Caroline or displaying her onscreen when she is speaking, please advise us of the stage background. Caroline will want to wear a contrasting color.
10. **Videotaping:** We approve the recording of Caroline's presentation for exclusive use internally for 60 days after the initial presentation on an internal, password-protected platform. You may also use clips of the Speaker's presentation on social media. You must provide us with a master copy of the presentation and any photographs taken of Caroline via a downloadable or Dropbox link within two (2) weeks of the presentation. You are NOT authorized to sell or reproduce Caroline's presentation, also known as her "intellectual property." You agree to use the recording solely for internal training and marketing purposes. Should you desire to use the recording for longer than 60 days, a licensing fee is required. Please contact Melissa Spencer for pricing.