

ADL

Speaker Management, LLC

Caroline Adams Miller, MAPP - Frequently Asked Questions

Thank you again for selecting Caroline Adams Miller, MAPP 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 contracting, 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

Nancy Winkler, Logistics Coordinator with ADL Speaker Management, LLC handles all of Caroline's logistics. Her normal office hours are 9AM – 1PM. 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."

Caroline will list your conference and promote her presentation on CarolineMiller.com and through her social media. Please send Nancy the conference website and social media links.

- 3. Introduction:** An introduction for Caroline is included with this information.
- 4. Audio-Visuals:** Caroline will need a laptop, LCD projector, screen, high-speed wireless internet, wireless lavalier microphone and a [Comfort Monitor Presenter's View](#). To learn more about a Comfort Monitor Presenter's View:
 - [Click Here](#) for more information on Presenter's View for PC
 - [Click Here](#) for more information on Presenter's View for MAC
 - Caroline requires a sound-check to test all audio visuals prior to her presentation.
 - Microphone should have fresh batteries and a back-up microphone should be available.
 - LCD projector should have an extra bulb on hand.
 - If a client-created PowerPoint template is required, it needs to be provided 30 days prior to the presentation date
 - If you need a copy of Caroline's presentation prior to the event, please advise as quickly as possible.

5. **Room Set Up:** For workshops, 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.
6. **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 quickly as possible. Handouts should be printed on 8½" X 11", 28 lb paper with one page per side.
7. **Resources:** Caroline's books make a nice gift and extend the learning for the attendees. Discounts are available on pre-purchases of 20 or more. Caroline is happy to sign books following her talk:

<i>Getting Grit</i>	\$16.95
<i>Creating your Best Life</i>	\$14.95
<i>Positively Caroline</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 books 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. Black Sharpies are 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 videotaping 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 to use in her own marketing. Under NO circumstances may videos be sold or shown to audiences without express written permission of Caroline.
13. **Audience Feedback:** Please provide Nancy with the sample questions used on the audience survey form to share with Caroline. Per the agreement, we want to receive a summary of the survey within 30 days of the presentation.
14. **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.