



Speaker Information and Requirements for Your Presentation

We are looking forward to working with your organisation to deliver an excellent professional presentation. The following list has been documented to ensure the success of this presentation for both the audience and our speakers.

1. We have templates of flyers that you may like to use for your advertising – please email your request for a template to Caroline at caroline@earlylife.com.au
2. To assist us with the presentation we would request that you send all advertising material to Caroline.
3. It is essential that our speakers start the presentation on time. We strongly suggest that the start time is advertised 15 minutes before the speaker is due to start.
4. If you anticipate the audience will be larger than 40 participants a microphone must be supplied. Not having a microphone is an occupational health and safety issue for our speakers who often have up to 3 other speaker engagements on the same day. We still request that a microphone be supplied even if you believe the acoustics are good. If for some extenuating circumstance you cannot supply a microphone please contact us as a matter of urgency.
5. A lectern or table upon which the speaker can rest notes
6. A small display table
7. A jug of water and glass
8. If car parking is limited, please reserve a space and send details to the speaker
9. There are a number of fact sheets on a variety of topics you may wish to use as a handout for the audience. They can be downloaded from our website: www.earlylife.com.au.

Your speaker will contact you at least 48 hours in advance of the presentation to discuss any additional requirements or information that you or the speaker may have.

Feel free to contact the office at anytime if you wish to discuss anything further.

Please note the following percentage of speaker fee will be applied for cancellation:

1. **50% if cancelled within a month of booked date**
2. **100% if cancelled one week prior to booked date.**