Maureen Ross Gemme
KEYNOTE SPEAKER

Speaker Requirements

Maureen Ross Gemme, MS Ed, CPC

Thank you for having me. Here is what helps your event run smoothly. If something on this list is hard to arrange, just ask. I'm flexible.

Audio and visual

- A microphone for audiences of more than 40 people
- A large screen monitor or projector
- I bring my own laptop, or I can send slides ahead of time if your computer has Slido installed
- Reliable Wi-Fi, needed for live audience polling

Room setup

- **Keynotes:** theater-style seating
- **Everything DiSC® programs:** tables of 4 to 5 people
- **Classes:** a flip chart
- **Handouts:** available on request. I'll send the file, and you can have copies on site or in folders, whichever you prefer.

Day of the event

- I arrive 45 minutes before start time for setup and a mic check, or whenever works best for you
- Please send parking information ahead of time
- A table to sell and sign copies of my book, *Emerge*, when possible

Recording

- You are welcome to record or livestream my session
- Please share a copy of the video for my own use

Travel

- Same-day travel up to 100 miles one way, for events that start between 11:00 am and 3:00 pm
- For an earlier start, I'll need a hotel room the night before
- Events in New York City and Boston include a one-night hotel stay, the night before or after, depending on the event time
- Client covers mileage, hotel, and airfare

Fees and payment

- Payment is due Net 30
- For classes, assessments and materials are added per participant
- Cancellation terms are spelled out in the contract

Booking and contact

Email: MRG@mail.MaureenRossGemme.com · **Phone:** 860-989-6506
Website: MaureenRossGemme.com · **Book a Discovery Session:** pick a time