

*This is the 'rider' for Kevin Humphreys DSC.
It offers information to assist setting up your event to
maximise optimal outcomes for your audience.*

Over the past several years Kevin has presented to thousands of people. As such, he has learned a great deal about what works and what doesn't work so well.

The following "rider" sets out the elements of an ideal presentation set up, with a few helpful hints to make everything go smoothly. While we would prefer it if you could ensure all details are adhered to, there is room for flexibility. And if you have any ideas that can make things even better, we're all ears!

PREPARATION

WHAT SIZE AUDIENCE IS BEST?

Kevin speaks to audiences ranging from a meeting room of 6 people through to theatres of over 2000 people. The fees remain the same regardless of the audience size. If you feel that you do not have sufficient numbers for the expense, combining with another work unit, business or faculty may help to make the talk a reality.

SURVEY

Some groups have increased the success of their event by inviting leadership and participants to provide any specific questions/concerns prior to the event. This can be done via email or creating a questionnaire (survey monkey or similar).

This is also terrific as it provides Kevin with specific questions to respond to during his presentation that are relevant to your audience (if time permits).

PUBLICITY

We are happy to provide you with information, pictures, bio, etc via a complimentary marketing pack. Please contact us at welcome@kevinhumphreys.com.au to request your pack.



DISTRACTION FREE ZONE

We do NOT recommend combining the talk with a concurrent activity in the same space (ie, lunch). Feedback and testimonials all show that you can hear a pin drop for the entire presentation so giving the audience the ability to focus intently without distraction will produce the best result for them.

Note – Breakfasts, luncheons or dinners that are structured for a speaker as part of the program are entirely different. At such events people are expecting to sit and listen. Kevin is happy to speak at such events.

JUDGEMENT FREE ZONES

Kevin's presentations can be confronting for some people. He works hard to ensure his presentations are safe and that people leave having reflected on their own and others circumstances, but always feeling empowered, uplifted, and positive.

It is important that everyone who attends is able to feel this from the time they book until well beyond the time they leave.

COMMUNICATION

There are no silly questions. If you're not sure of anything, please reach out to us anytime at welcome@kevinhumphreys.com.au.

Our staff will contact you as early as possible prior to the event to confirm your preparation and gather key pieces of information for event success such as:

- Name of Organisation
- Date of presentation
- Time of presentation
- Total Length
- Organisation mission statement?
- Unique features of your organisation?
- Conference/event theme?
- What do you want the audience to take away from the session?
- What does success for the conference/event look like?
- Share three concerns/problems/challenges facing your group:
- Any sensitive areas to be avoided?
- Audience demographics?
- What other key people will be in the audience?
- What will be taking place immediately before/after our session?
- Who can be contacted in case of an emergency or problem immediately before the event? Phone number?
- What else should I know about your organisation that would make this session more meaningful?



Rider

- Presentation mode – Face to Face / Virtual / Hybrid
- Face to Face:
 - Venue name, address and specific building/room number location (include a map/image if possible).
 - Parking – Is there parking available on site?
 - Who will meet Kevin upon arrival?
 - Arrival time?
 - Number of attendees?
- Virtual:
 - Which platform? Zoom, Teams or other?
 - Who will host and co-host?
 - What are the timings for logging in?
 - What are the login details?
 - Number of attendees?
 - Timezone for attendees?
- Hybrid:
 - Venue name, address and specific building/room number location (include a map/image if possible).
 - Parking – Is there parking available on site?
 - Who will meet Kevin upon arrival?
 - Arrival time
 - Is there a separate host for online attendees? If so how many/who?
 - Number of physical vs virtual attendees?
 - Timezone for virtual attendees?
 - How many cameras?
- Audio Visual:
 - What will the setup be like on the day?
 - What type of mic will be available? (Kevin prefers a lapel mic as he moves around the stage when delivering his keynote)
 - Can Kevin utilise his own laptop to run the presentation, or will the presentation need to be placed on a USB and run centrally?
 - Do you require his presentation to be sent earlier?
- Who will be introducing Kevin?
- Who should Kevin hand back to after he has finished?
- Is a flip chart stand available? (For workshops only)
- Please have room temperature water available.
- Is there anything else that you would like Kevin to know?
- Please provide a copy of your company logo to add to the presentation.



ON THE DAY

THE VENUE

Do ensure the room is comfortable (space, ventilation and air temperature), has adequate lighting, and is quiet.

Also make sure the venue has adequate parking and provide a park for Kevin if needed (confirm his travel arrangements of self-drive or cab/uber prior to the event)

EQUIPMENT

Kevin prefers to use his own laptop computer (Macbook) and brings his own wireless clicker (although it is always helpful to have one on standby for unforeseen failures).

A projector and screen (16:9 ratio) with HDMI connection are required for all his presentations. Kevin will supply his own adapters to ensure connections work.

Please provide a microphone and speakers. For a presentation to more than 30 people, Kevin normally uses a microphone (lapel mic preferred) to ensure everyone can hear clearly. However, a microphone and speakers may be required for smaller audiences depending on the acoustic qualities of the room and outside noise.

WATER

A glass or bottle of room temperature water for Kevin during the presentation can be a life saver!

BOOKS AND RESOURCES

We ask that Kevin be allowed to offer his books and other resources for sale at the back of the room before and after the event (where applicable).



We appreciate you reviewing this document. While there may not have been many surprises, we wanted to give you these pointers as we have found that presentations are more likely to be successful when we can adhere to these points.

We look forward to being with you. Participants usually leave Kevin's seminars feeling empowered, positive, and equipped with things they can do immediately to make their workplaces, and their lives happier, be better people, and have a positive impact in their relationships.

THANK YOU

Service and Contribution are both important to Kevin. That's why he supports the [UN Global Goals](#), specifically 3 (Good Health and Wellbeing) and 16 (Peace, Justice and Strong Institutions) through a partnership with [B1G1](#).

Kevin also founded [Cor Infinitus](#) to provide dignity and respect to the families of those that have served our nation and taken their own life. By supporting Kevin, you support his ongoing international and national contributions as well. Thank you.

