

# Tom Golden Presentation Requirements

## Administration

Engagement bookings will be tentatively held for a period of 30 days; however, before a permanent booking is held both an executed Engagement Letter and deposit must be received.

## Travel, Lodging and Other Reasonable Travel Expenses

Booked events requiring air travel can be booked by the event staff coordinator or directly by Tom at coach airfare and include ground transportation and other reasonable travel expenses such as meals and parking at a Chicago airport. Lodging is preferred at the location of the conference, costs of which will be included in the conference master billing. Travel expenses will be included on final billing.

## Participant Handouts

Should you require any handouts, Tom will provide a digital copy for you to produce an adequate number of duplicates for distribution at the event. Ownership of this digital copy is addressed in the Engagement Letter.

## Equipment Requirements

- Should a PowerPoint® presentation be desired Tom can provide a laptop or you will provide a PC with wireless remote, projector and screen as well as a technician familiar with the equipment.
- If you desire Tom to show media on past investigations, please provide a speaker system.
- Should voice projection be required you will provide a lavalier microphone (wireless) even if presentation is from a podium.
- White board and markers (dependent upon size of the room)

