

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Dr. Daniel Goleman

Podium

Dr. Goleman would like to have a podium/lectern for his presentation. Also, please have a reading light fixture attached to the podium.

Microphone

Dr. Goleman would prefer to have a high quality wireless headset microphone. If that is unavailable, he would like a lavalier, a hand held radio microphone or a removable free standing microphone with a long cord as he likes to move around during his program. It is also recommended that a second microphone be available in the event that there are technical difficulties. Microphones are extremely important as lectures and speaking engagements are of little value if speakers cannot be heard well.

Lighting

****Important Note****

During the program, the stage area should be well-lit and the audience lights should be up. **Dr. Goleman does not want the audience in the dark. He wants to be able to see the audience.** NO THEATRICAL LIGHTS PLEASE.

PowerPoint

Dr. Goleman will use a Microsoft PowerPoint presentation as part of his program. The computer should be somewhere to the side, or out of sight (not on the podium). Dr. Goleman will use the podium for his notes. Royce Carlton will send the PowerPoint to you in advance. Dr. Goleman will not be traveling with the PowerPoint or a computer. He will require a computer with a CD drive, and an appropriate projector and screen for the size of your audience and venue. The PowerPoint should be loaded onto your computer and ready to go for the tech check. He prefers a wireless remote for advancing slides. A laser pointer would also be helpful. Please have a technical person on hand in case of any audio visual problems.

Please advise your Royce Carlton logistic representative of your technical arrangements.

Briefing Meeting

Dr. Goleman would like a twenty to thirty minute meeting onsite with the sponsor to discuss the program and the audience. He finds it to be very helpful to both parties.

Beverages

Dr. Goleman would like a glass of water on or near the podium. Depending on the time of day, Dr. Goleman may prefer a glass of Coke or coffee. Please be sure that these beverages are pre-poured into a glass.

Media Opportunities

If a press opportunity is being scheduled, please do advise Royce Carlton. All requests for press availability should come through the sponsoring organization

Logistics

****Important Note****

In your planning of activities, please note that Dr. Goleman prefers to go directly from one activity to another without long breaks in between. Should there be any large gaps between activities, Dr. Goleman would prefer to return to the hotel, rather than spend anytime in a green room facility. Also, if there is time before departing to the airport, he would prefer to spend that time in the hotel room as well. If you have any questions, please contact your Royce Carlton representative.

Social Activities

Dr. Goleman enjoys being with people in a social setting (dinner, reception, book signing, etc.), but please be certain that any and all activities have been cleared and agreed to with your Royce Carlton representative. He prefers all social events **after** the program. Do not over-schedule social events.

Book signing

Dr. Goleman is always delighted to participate in a book signing following the event. As many of his smaller composite books of his articles, CDs and DVDs are only available through More Than Sound, Dr. Goleman will alert More Than Sound of your event and they will arrange to have a representative with books, CDs and DVDs at your event. All you need to provide is a table and two chairs. Further, for Dr. Goleman's widely published books, you may wish to invite your local book store who would be delighted to provide you with books for sale.

Advance Reading

For advance reading, Dr. Goleman requests that audience members have a copy of "What Makes a Leader: Why Emotional Intelligence Matters", a collection of Dr. Goleman's award winning articles including "What Makes a Leader?", which is Dr. Goleman's most requested reprint from the Harvard Business Review. It also includes Dr. Goleman's HBR 2013 McKinsey Award article "The Focused Leader." This small book of articles, What Makes a Leader can be purchased through MoreThanSound. There are large discounts for volume purchases. You can visit More Than Sound's website here: <http://morethansound.net> And they can also be reached at 413-587-0818.

Introduction

For your convenience, Dr. Goleman has prepared a suggested introduction.

INTRODUCTION FOR DANIEL GOLEMAN, Ph.D.

Psychologist and author of Emotional Intelligence and Focus: The Hidden Driver of Excellence, Daniel Goleman has transformed the way the world educates children, relates to family and friends, and conducts business. Please welcome Dr. Daniel Goleman.