

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Thomas L. Friedman

Podium

Mr. Friedman would like to have a podium/lectern for his presentation. Also do have a reading light fixture attached to the podium.

Microphone

Mr. Friedman would prefer a **lavaliere** microphone that allows him to walk away from the podium or the lectern.

Lighting

During the program, the stage area should be well-lit and the audience lights should be slightly dimmed. During the question-and-answer period, all lights should be brought up.

Water

Please have a glass and a pitcher of water on or near the podium.

Prior to Program

Mr. Friedman would like to have 30 minutes to himself prior to his program.

Social Activities

Mr. Friedman enjoys being with people in a social setting (dinner, reception, etc.), but please be certain that any and all activities have been cleared and agreed to with your Account Executive.

Hotel Accommodations

While Mr. Friedman is on the road, he will need to work in his hotel room. So, if it is at all possible, Mr. Friedman would like to have a suite.

Security

Mr. Friedman has requested security whenever he is in public. What follows is what is recommended.

1. Two security personnel should be assigned to Mr. Friedman when he is in public; one plain-clothes security person (armed) and one uniformed security person.
2. In the auditorium we recommend two uniform security people be stationed on each side of the stage (not on the stage) and the plain-clothes security person in one of the first two rows in the audience.
3. For seating in the auditorium, we recommend that the first three to four rows be reserved seating.

Book and Book Signings

During the release of Mr. Friedman's book, *That Used to Be Us*, he would be delighted to sign books and audio tapes for the audience. However, please provide security and have a system in place for books and tapes to be signed (people to hold open the title page for signing, single file lines, etc.).

It is requested that books and tapes be acquired from a vendor that reports to the New York Times. Should you need assistance in finding an appropriate vendor, please contact your Royce Carlton representative.