

## SUGGESTED TECH AND PREPARATION INFORMATION

### To Prepare For ....

# Dr. Fareed Zakaria

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#### **Podium**

Dr. Zakaria prefers not to use a podium or lectern for his presentation. However, if there is no staging area, a small riser would be helpful, but not mandatory. He also likes to walk around during his presentation.

#### **Microphone**

Dr. Zakaria prefers a lapel or lavalier type microphone, as it is less constricting.

#### **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**

If possible, a pitcher of water and glass on a table nearby would be helpful.

#### **Media Opportunities**

If a press opportunity is requested, please contact Royce Carlton. All requests for press availability must come through the sponsor or organization.

#### **Prior to Program**

Dr. Zakaria would like to have 10 minutes to himself prior to his program.

#### **Social Activities**

Please be certain that your Royce Carlton representative has agreed to any and all activities (dinner, reception, etc).

#### **Accommodations**

If possible, Dr. Zakaria wishes to be in a non smoking room.

#### **Book Information**

To secure copies of Dr. Zakaria's latest book, *The Post American World*, please contact your local chain bookstore such as Barnes and Noble, Borders, etc. In most cases, they are more than delighted to send personnel to handle the sales. You may also order online through Amazon.com, BarnesandNoble.com, etc. Most booksellers will extend a good discount for bulk quantity purchases.

#### Please Note:

Retail and wholesale booksellers and publishers take time to fulfill bulk orders, as long as 2-3 weeks or longer. Please make sure that you order books well in advance of your event, and take care to track your order, to insure they arrive on time.

#### **General Note**

##### **Courtesy Announcement Prior to the Program:**

For the full enjoyment of the speaker, please turn off all cell phones and mobile devices and refrain from text messaging or use of laptop computers. As is customary, please be advised that the use of recording devices is strictly prohibited.