

## **SUGGESTED TECH AND PREPARATION INFORMATION**

**To Prepare For ....**

# **Rana Foroohar**

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### **Podium**

Ms. Foroohar would like to have a podium/lectern for her presentation. Also have a reading light fixture attached to the podium.

### **Microphone**

Ms. Foroohar will need both a lavalier microphone and a microphone attached to the podium/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 two bottles of still water available near the podium for Ms. Foroohar during her presentation.

### **Media Opportunities**

If a press opportunity is requested, please be in touch with your Royce Carlton representative. There can be no press in attendance without prior consent from Royce Carlton. All requests for press availability should come through the sponsor.

### **Social Activities**

Ms. Foroohar 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 Royce Carlton representative.

### **Stage Set-up**

For best visual effect, please let your Royce Carlton representative know in advance the color of your backdrop.