TAKINGPOINT
L E A D E R S H I P

VIRTUAL KEYNOTE REQUIREMENTS

Thank you for choosing TakingPoint Leadership to motivate, engage, and educate your audience! Our goal is to provide best-in-class keynotes that provide actionable insights and key takeaways that leaders and managers can apply at work and in their personal lives. Our dynamic Navy SEAL speakers share a powerful road map for today's existing and emerging leaders to improve their ability to successfully navigate the murky waters of uncertainty.

PRE-EVENT

- Booking organization to send a calendar invite with all the details of the virtual Keynote including a link to the presentation platform, agenda, attire, instructions about when/how to dial-in to the speaker.

- Speaker requires a 15-minute tech rehearsal call on the platform to review content, delivery, and logistics 1-3 days before the event date.

EVENT DAY

- Booking organization to email speaker and team (2) hours prior to the event with any last-minute details about the event and to ensure everyone is good to go.

- Speaker requires a sound check 15-minutes before the start time.

Booking organization is responsible for providing the platform and AV assistance used for a virtual presentation. Speaker and TakingPoint Leadership are not responsible for technical issues. Booking organization has 30 days to reschedule a virtual keynote if the keynote was canceled due to unforeseen circumstances including technical difficulties.

CONTACT:
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