

A portrait of René Rodriguez, a middle-aged man with a shaved head and a goatee, smiling. He is wearing a blue blazer over a white shirt. The background is a textured, light-colored wall.

RENÉ RODRIGUEZ
CEO / Keynote Speaker

EVENT GUIDE SET-UP

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CEO / Keynote Speaker

WELCOME

This guide is designed to make preparation for your event to go as smoothly as possible.

In this guide you will find information for:

- What to expect from René
- Media Assets - Headshots, Videos, and Bio's
- Rene's speaker introduction
- Room set-up instructions and examples
- Nametag instructions and template
- Materials needed prior to the event, we suggest as a part of your communication, that you include a link to my speaker video. It gives a short introduction to me and my style of speaking.

You can find that video at: www.MeetRene.com

We are always here to help so please give us a call if you have any questions or need anything.

We look forward to making this a successful event!

Sincerely,

A handwritten signature in black ink, appearing to read 'Rene' with a stylized flourish at the end.

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WHAT TO EXPECT

- René will arrive one hour early for set up and AV test.
- René will dress in business attire unless otherwise directed.
- René uses a MacBook Pro laptop (and iTunes playlist prior to speaking).
- René travels with one wireless remote.
- René does not require an Internet connection.
- René has both VGA and HDMI dongle adapters for projector.
- René does not provide a digital version of the presentation in advance.
- Please provide LCD projector bright enough to be seen in a bright room.
- Please provide two bottles of water near the lectern/podium.
- Photographs are permitted with all copies provided to René.
- Audio or Video recording is not permitted unless specified otherwise.
- René does not use a podium unless it is to connect his computer to projector.
- René does not make his presentation available for download and distribution unless otherwise specified.
- Please confirm prior if you would like René to address audience questions at the conclusion of his presentation.

FOR KEYNOTES

- Round seating preferred if classroom seating is necessary then chevron style is preferred.
(see seating options page)
- René routinely leaves the stage for audience interaction. Please allow ample room between the stage and the first row of tables or chairs.
- René prefers the use of a conference monitor or can use his laptop set up in close proximity to the stage on a cocktail table.
- Room should be wired for sound/audio.
- Please provide one hands free wireless lapel microphone.

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MEDIA ASSETS

As you begin to plan your event, you may want to include Rene in your advertising and promotion.

Please visit: www.SeeReneSpeak.com/meetingplanners to access approved materials to promote your event.

Items you will find include:

- Long and Short Bio
- Headshots
- Videos
- Keynotes
- Brand Logos

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INTRODUCING RENE

Feel free to use as much or as little of this as you'd like.

Rene feels that the best introductions are made from the heart telling of one's personal experience with the speaker.

Good questions to consider are:

- What impact has Rene had on you personally?
- Of all the options out there, why did you choose Rene?
- What are you looking forward to getting out of today?
- What is the business reason that we are all here for?

Remember to show enthusiasm and to model how you want your audience to feel.

ROOM SETUPS

Our goal is to create a fun and engaging event that fosters teamwork and participation. To achieve the best results, we have found certain room set up configurations to be more affective. In your event preparation meeting with Rene, he will give more guidance as to which set up will be best for your audience and objectives.

Here are some guidelines to follow with supporting images in the pages to follow.

Half Circle: 50 people or less

For workshop type events that are less than 50 people, we require the "Half Circle" set-up with no tables. Instructions for this set up can be found on the page entitled "Half Circle Setup Diagram".

Table Rounds: 50-300 people

Table rounds are best for workshop events of this size. The round tables allow for group interaction and collaboration. See the set up diagram entitled "Table Rounds".

Chevron: Large groups

The ideal set-up is the "Chevron" configuration. This allows for an aisle down the middle where Rene can walk down and interact with the audience which reduces audience distraction and keeps engagement high in all parts of the room. See the set up diagram entitled "Chevron Seating".

For AMPLIFII™ Events: 10 people or less

Horseshoe Set with Tables

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HALF CIRCLE

Workshop set-up is important for success.

Please call or email **Jenny Salimi** at (303) 888-6288 or jenny@meetrene.com with questions regarding this diagram.

- **Chairs** – enough for participants placed in open circle or U-Shape facing screen. Two additional chairs in the front for presenters. Extra chairs available in the back or sides
- **Tables in Front or sides** – Two 3' x 6' tables near front of the room for event materials
- **Computer Table** – One 6' table at the opening to the U or circle for projector and/or computer and presenter materials

- **Screen, LCD Projector & HDMI Cord** if projector is needed. Extension cord and duct tape, if necessary.

- **Easels** – 4 hard back easels with trays for markers. See easel pads and Markers page for details.

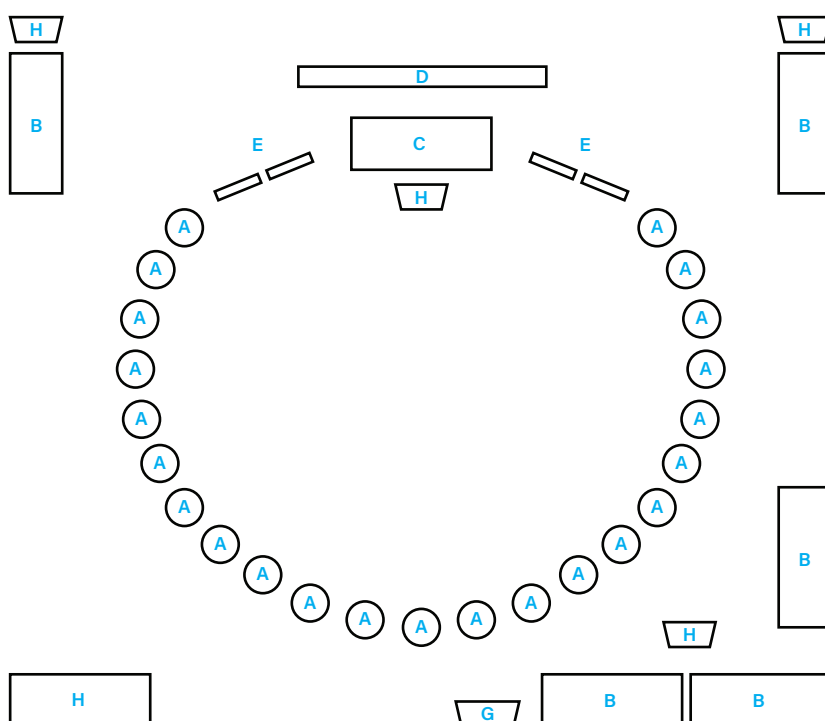
3M Post-it – 4 Large size Easel Pads (559) preferred. If none available, please add masking tape

Mr. Sketch Markers – 5 boxes

- **Break Tables** – 3' x 6' tables for refreshments placed out of traffic area and near door, if possible.
- Large wastebaskets near break tables
- Small wastebaskets under front tables
- One table for Registration, **Name Tags, Sign In Sheets**, and additional materials
- **Other** – Clock and lots of water

LEGEND:

- A Chairs
- B 3x6 Table (5)
- C 6 ft Table (1)
- D Screen (1)
- E Easels
- F Large Wastebasket (1)
- G Small wastebasket (4)
- H Registration table (1)



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HALF CIRCLE EXAMPLES



**GROUP OF APPROX.
40 PEOPLE**

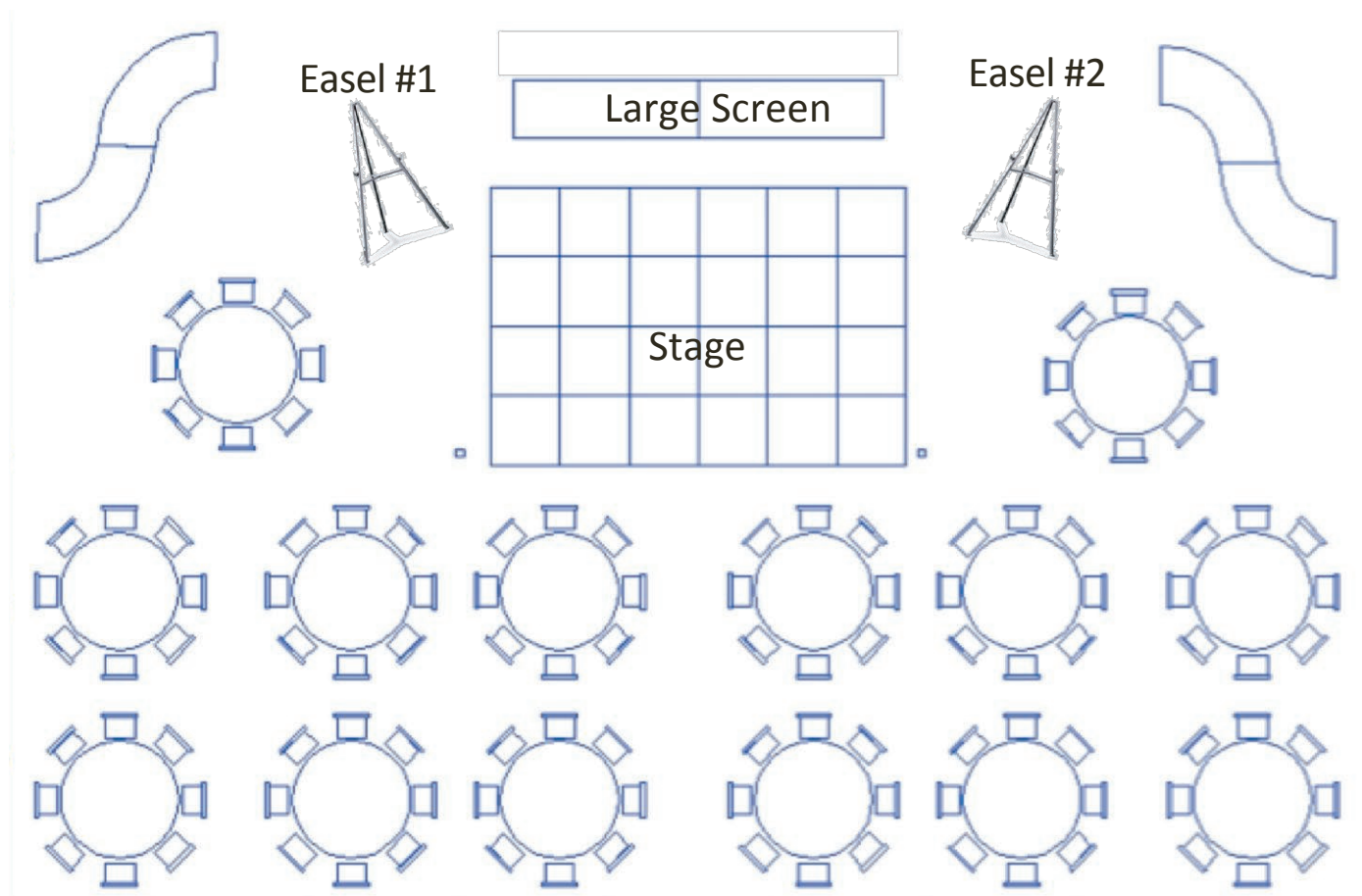


**GROUP OF APPROX.
20 PEOPLE**

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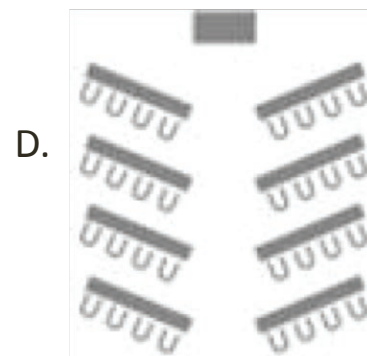
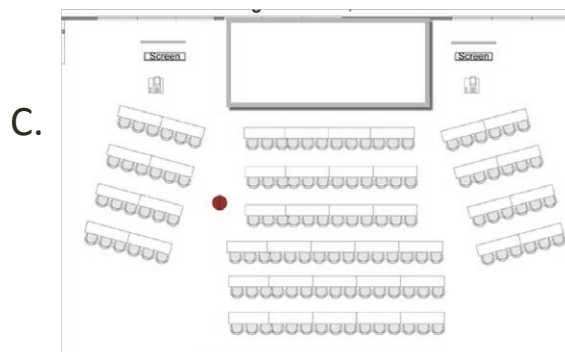
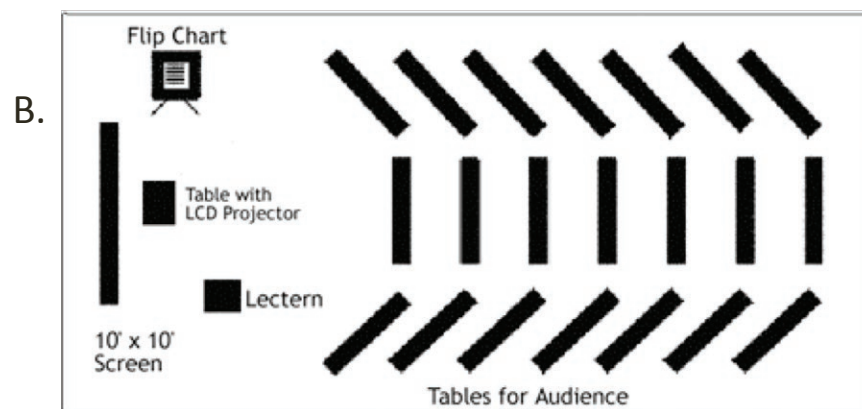
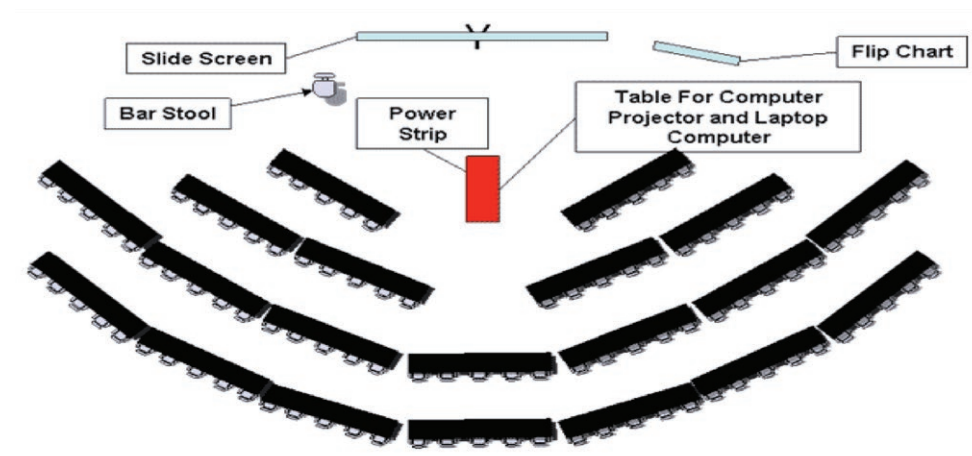
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TABLE ROUNDS



CHEVRON SEATING

There are several very effective Chevron seating arrangements depending on the size of the group and room limitations.



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EXAMPLE SEATING



TABLE ROUNDS

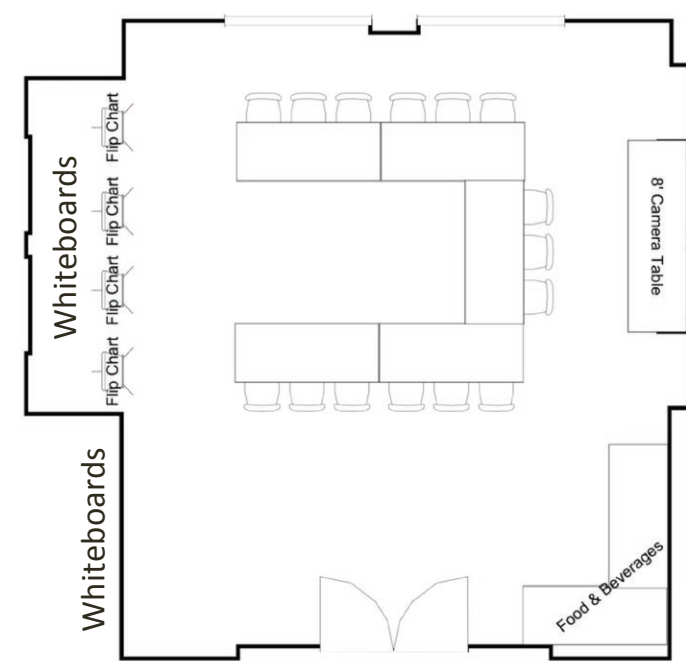


CHEVRON

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HORSESHOE SETUP



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NAMETAGS

"A person's name is to him or her the sweetest and most important sound in any language." – Dale Carnegie.

As stated in Dale Carnegie's quote, people's names are very important. We also know that using people's name speeds the trust building process which is why we take nametags very seriously. Below, you will see a template for the nametags we will use for this workshop. Please follow it exactly. The goal is to be able to read someone's name from 10 feet away. This not only helps the facilitator but it also helps those in attendance that may not be familiar with people's names.

NO →



Please note: Name tags should be hung around the neck (see string lanyard below for example). Please do not stick onto clothing. Must be visible at all times to the presenter.

YES

<p>Name</p> <p>Last</p> <p>Role</p> <p>Department or Location</p>	<p>Sally</p> <p>Rodriguez</p> <p>ACME INC.</p> <p>Operations, MN</p>
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Font: Arial or Helvetica

Sizes: Name - 80 | Last - 40 | Role - 16 | Department or Location - 14

Download link to Nametag Template

<https://www.dropbox.com/s/ozxizpos4r3r26x/Name%20Tags%20Template.doc?dl=0>

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EASEL PADS AND MARKERS



Post-it SUPERSTICKY EASEL PAD
TABLEAU À FEUILLES MOBILES SUPERCOLLANTES
SUPERADHESIVAS BLOC DE HOJAS REPOSICIONABLES

3M

Less than 20
- 2 pads & 2 boxes

More than 20
- 4 pads & 4 boxes



MR. SKETCH
Scented
12 MARKERS
12 SCENTED MARKERS



Make sure
they have
easel stands
too 😊

Amazon Link to Easel Pads
http://www.amazon.com/Post--Easel-30-Inches-30-Sheets-4-Pads/dp/B000N4A18M/ref=sr_1_1?ie=UTF8&qid=1448691108&sr=8-1&keywords=3m+easel+pads

Amazon Link to Mr. Sketch Markers
http://www.amazon.com/Mr-Sketch-Assorted-Scent-Markers/dp/B00006IFH0/ref=sr_1_1?ie=UTF8&qid=1448691187&sr=8-1&keywords=mr.+sketch+scented+markers

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