

TRAINING REQUIREMENTS

All flights are to be “Business Class” leaving Tucson no earlier the 8:00 am and returning to Tucson no later the 11:00 pm and will include 1 checked bag.

Hotel accommodations will be a non-smoking, single queen room with wireless access.

Transportation from Airport, Hotel and Venue will be provided or anticipated transportation expenses will be pre-paid.

All Keynote Speaking Engagements or Out-Of-State Training/Coaching Engagements will require a 50% deposit prior to schedule commitment with the remaining balance paid COD prior to the start of the scheduled session.

A Flip Chart or White Board along with multi-colored, NEW markers will be required in the Training Room prior to the commencement of the session.

Attendee sheet, email list or sign-in sheet of attendees required for session feedback.

Copies of handouts, assessments, worksheets etc. will be the responsibility of the host. Handout content will be forwarded prior to the start of the session.

A wireless microphone will be required for larger venues with stand.

A minimum of (6) live action photos will be provided

Promotional Signage will be allowed at venue.

A secure location will be provided for speakers personal affects during his session.

A 20.00 per meal stipend will be billed at the end of each engagement while on location.

A 6’ materials table will be made available for speakers product sales.