



## Speaking / Training Engagement Information and Requirements

This page contains general information your company needs to provide to Sales Octane and the set-up requirements regarding the upcoming event based on the Event Package designated by Jim Ryerson.

### Go-To Computer Czar in Your Organization

Please provide Sales Octane with the contact information for one person who is comfortable with technology. With the sheer number of people at each event and the large amount of data that is supplied during and after the event, we have found that web links, Shot of Octane app instructions, notes, handouts and other reference sheets can often be misplaced.

It is essential that we have **one point of contact in your organization** that sales people will go to when they misplace their information and need access. They will be considered the Post-Event Contact and will be receiving information (via email) for distribution to team members within the organization.

Who is that person? (send to [jim@salesoctane.com](mailto:jim@salesoctane.com) or [scott@salesoctane.com](mailto:scott@salesoctane.com))

- Name:
- Email:
- Office Phone (& ext):
- Mobile Phone:

### Logo

We include company logos on the data sharing platforms provided after events. Please go to <http://salesoctane.com/services/overview-2/> and upload your logo using the “Upload Logo” option at the bottom of the screen (shown below), or send the company logo via email to [jim@salesoctane.com](mailto:jim@salesoctane.com).

The screenshot shows a web interface with the following elements:

- A button labeled "Download Full Bio"
- A button labeled "Download Engagement Requirements"
- A section titled "Upload Logo"
- A sub-section titled "Logo Upload \*"
- A radio button selected with a blue dot, labeled "Not right now"
- A radio button labeled "I want to upload my company logo for an upcoming event"

### Travel / Hotel / Pick-up

Below is a list of the possible arrangements that will need to be made. Seeing as how your organization is either based in the event city or has previously secured accommodations in the event city, we are asking for your advice with regards to the following:

- Hotel Recommendation:
- Ground Transportation (ride-share, pick-up, rental, shuttle, etc...):
- If Pick-up
  - Name
  - Mobile/Text Number:

Please send all information to [jim@salesoctane.com](mailto:jim@salesoctane.com) when it becomes available!

## Event Package Equipment Requirements

Please use the checklist below to ensure that all requirements are met for the designated Event Package (A, B, C, D). Send any questions or concerns to [jim@salesoctane.com](mailto:jim@salesoctane.com).

DONE	Item	Description	Package			
			A	B	C	D
	Table	3'x3' (minimum) placed between the attendees and where Jim Ryerson will present. Outlet Strip with at least 3 open outlets at the base of the Table.				
	LCD Projector	A projector with an HDMI input is best. However, VGA will work if not available. We will provide the HDMI or VGA connection cable.				
	Screen	White screen or a wall to project onto. Must be flat with no texturing.				
	Flip Chart (1) and Markers	Standard 25" Wide x 30.5" Tall, self-adhesive. The PostIt® brand variety is best. If not available, please provide tape to secure the flipchart sheets to the wall. Also provide new, thick point markers (black preferred).				
	Speakers/Sound	Must include a sound jack for a typical headphone input and needs to be located at the minimum 3' x 3' table where Jim will be presenting.				
	Speaker Phone	An outside line with enough power to project the recorded "prospecting messages" on the morning of Day 2 of the event. Other option would be a speaker we can plug our iPhone into.				
	Sound Clips	We have an audio sound clip for the introduction and one for the closing. Who is the contact person (Audiovisual) who we need to provide the audio files to at the event? <ul style="list-style-type: none"> <li>• Name:</li> <li>• Email:</li> <li>• Phone:</li> </ul>				