



Meeting Planning Guide

Presentation Delivery

- Lee custom designs each of his keynotes. For this purpose, he asks every client to complete his questionnaire, no later than one month prior to your event, and he is available for a pre-call two to three weeks prior to your event.
- Lee arrives at the meeting room one hour prior to his speaking time.
- Lee's introduction is provided below. Please share this with the emcee and ask the emcee to read the introduction exactly as provided.
- Client needs to provide the following:
 - Room wired for sound/audio.
 - Lee requires a lavalier microphone provided by the Client. He will need a sound check.
 - One bottle of water.
- Lee recommends his course, Five Components of Extraordinary Teams, for all attendees and offers discounted volume pricing.
- Lee can provide Client with a static slide if Client would like to offer the audience the chance to interact with Lee following his keynote.
- Photographs are permitted if Client agrees to share electronic copies with Lee.
- Video recording is not permitted without prior approval and Client signing Lee's video authorization form.

Travel and Hotel Requirements

- Lee requests a non-smoking room with a king size bed.
- Client agrees to make and prepay for one or two nights hotel accommodations. Early arrival or late check out is often required depending on the time of his keynote and flight schedule. If only one night is needed, in lieu of the second night, Client may need to secure and prepay for an early check-in and/or late check-out.
- Lee appreciates two bottles of water in his guest room upon arrival.

Marketing/Promotional Support

- Lee's approved photos, bio options, topic descriptions, and media kit can be found at:
www.adlspeakers.com/lee-other-resources

LEE RUBIN



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Introduction

For more than 30 years, our speaker has been building high-performance teams in corporate America, professional associations, and the collegiate sports world.

A few interesting facts are that he was born in Honolulu, he was the team captain for the Penn State Football team under the leadership of legendary coach, Joe Paterno, and his talented wife, Carmen is a children's book author.

He is here today to share five components that you can use to transform a collection of talented individuals into an extraordinary, collaborative team.

Please welcome... Lee Rubin.