

# Dr Stephen Hardy: Requirements

## 2014

### TRAVEL AND ACCOMMODATION

- Premium Economy to and from Australia.
- Economy within Australia and destination country.  
*Virgin & QANTAS preferred carriers.*
- Transfers to and from the airport, accommodation and venue.
- Accommodation should be 5 star standard where possible.
- All facilities to be non-smoking.
- All meals. No fast food.
- Arrival at venue
  - In Australia or New Zealand:  
At least 6 hours before commencement of event.
  - Outside Australia:  
At least 24 hours before commencement of event.
- Travel and Accommodation expenses are not included in the speaker fee.

### AUDIO/VISUAL

The following resources are to be provided at the venue:

- Wireless lapel or headset microphone.
- Public address system suitable for venue.
- Apple Mac laptop computer running recent version of OSX+
- Microsoft PowerPoint (PowerPoint for Mac 2011 or later)
- Digital Projector
- Screen
- Whiteboard or Flipchart and thick marker pens (Black, Blue, Red and Green)

Event may be recorded by prior agreement.

Stephen will make himself available for required sound and vision checks.

### ADDITIONAL OR SPECIFIC REQUIREMENTS

Any additional or specific requirements for your booking will be discussed with you during the pre-booking meeting or planning sessions.

### QUESTIONS

For any questions regarding these requirements, please contact:

**Telephone:** +61 8 7122 0477

(Adelaide is GMT+9:30)

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