



Booking Dr. Kim

Room Set-up and AV

Seating – If at all possible Dr. Kim prefers a **round table set-up** at all of her speaking events.

- tables should be close together in proximity (very important)
- please have the chairs placed in a crescent style so that no attendees back is facing Dr. Kim

Riser – Dr. Kim prefers not to use a riser, unless it is necessary for the audience size (please advise in advance)

Audio – Dr. Kim will need a wireless lavalier/lapel microphone for audience size over 60 attendees

Assistant – It would be appreciated if a staff person could be assigned to Dr. Kim to help with handouts, concerns and to simply help ensure the smoothness of the day

Lighting – Please provide the maximum amount of lighting available (very important)

Visual Aids – Dr. Kim does not require any type of visual aids. *If the group is able to supply a cd player with a repeat button, this may useful if Dr. Kim choose to play music before her presentation.*

Audio/Video Recording - No recording of any kind is permitted during Dr. Kim's presentation unless prior written permission