



## MEETING PLANNING GUIDE

### Presentation Delivery

- Patrick custom designs each of his keynotes. For this purpose, he requests all clients to complete his pre-event questionnaire and schedule a call with him one month prior to your event.
- Patrick arrives at the meeting room at least one hour prior to his speaking time to test all A.V. equipment and ensure his PowerPoint has been loaded onto the computer.
- Client needs to provide the following:
  - A laptop loaded with Patrick's PowerPoint, LCD projector with a remote, screen, high-speed wireless internet, and a wireless lavalier microphone.
  - Client's logo so Patrick may use it to customize his PowerPoint slides. If a client-created PowerPoint template is required, it needs to be provided 30 days prior to the presentation date.
  - One bottle of Water.
- If handouts are being used, approximately one week prior to the talk, we will provide you with an electronic version of the handout for reproduction and distribution. If you need it earlier, please advise us as quickly as possible. Handouts should be printed on 8½" X 11", preferably 28lb paper in color.
- Patrick dresses in business casual attire unless otherwise directed.
- Patrick's introductions are provided below. Client needs to share this with the emcee and ask the emcee to read the introduction exactly as provided.
- Patrick recommends his books, Disrupt Everything! and The 5-Week Leadership Challenge, for all attendees and offers discounted volume pricing plus shipping. Speaker is happy to autograph books once on site.
- Photographs are permitted if Client agrees to share electronic copies with Patrick.
- Video recording is not permitted without prior approval and Client signing Patrick's video authorization form.

### Travel and Hotel Requirements

- Client agrees to make and prepay for one to two nights hotel accommodations. Once the reservation is made, please send us a confirmation.
- Patrick requests a nonsmoking room with a king-size bed. Early arrival or late check out is often required depending on the time of his keynote and flight schedule, early arrival or late check-out is often required.
- Patrick appreciates two bottles of water in his guest room upon arrival.
- Patrick is responsible for making his own air arrangements.

## Promotional Support

Visit [Patrick's website](#) or the [resource page](#) on our website to find Patrick's bios in various lengths, photos, topic descriptions, and more. Looking for something else? Please contact us.

## Patrick Leddin, PhD Introduction | Disrupt Everything

Our speaker today is an amazing storyteller with extensive, hands-on leadership experience in the 82nd Airborne Division as an airborne ranger infantry officer and in the private sector as a senior business consultant at KPMG Consulting and FranklinCovey.

He founded and built two successful companies, a top-ranked podcast host, and author of the Wall Street Journal bestseller, *The 5-Week Leadership Challenge: 35 Action Steps to Become the Leader You Were Meant to Be*. While on the faculty at Vanderbilt University, he served as Director of the Practice of Business Studies and led the Disruption Project, a multi-year study of success in the face of disruption. Now he's teamed up with the world's bestselling storyteller, James Patterson, in their first co-authored book *Disrupt Everything*.

Please welcome Doctor Patrick Leddin.

## Patrick Leddin, PhD Introduction | Leadership

For more than three decades, our speaker today has been leading teams and studying leadership. His hands-on leadership experience has ranged from leading soldiers in the U.S. Army to working with senior leaders for KPMG Consulting and FranklinCovey.

He is a Wall Street Journal best-selling author of *The Five-Week Leadership Challenge*. For more than three years he has hosted the popular weekly *Leadership Lab Podcast*.

He is an associate professor at Vanderbilt University where he teaches *Corporate Strategy, Negotiation, Advanced Marketing, and Crisis Management*.

He is also an avid outdoorsman and mountain climber...his climbing feats even include Mount Kilimanjaro.

Today he is here to share ideas about how you can be the leader you were meant to be.

Please welcome Doctor Patrick Leddin.