

PRACTICAL EVENT AND TECHNICAL GUIDANCE

This handout separates generally useful planning information from details that must be agreed for each event. It is not a fixed technical rider.

GENERALLY USEFUL PLANNING INFORMATION

- Share the event purpose, audience, venue, running order and the decision or behaviour the session should address.
- Put Tom or his representative in contact with the event and AV teams before the event.
- Provide the final session title, introduction, timings and format for approval.
- Allow time for an AV check before the audience enters.
- Tell Tom in advance about recording, live streaming, press photography or reuse of slides and footage.
- Where schedules permit, Tom can stay after the talk for questions and delegate conversations.

DETAILS TO AGREE FOR EACH EVENT

MICROPHONE

A clip-on or lapel microphone is preferred. A handheld microphone is also acceptable where that better suits the venue or production setup; please confirm the available option during the event briefing.

PRESENTATION AND SLIDES

Slides will be supplied as a PowerPoint (.pptx) file. The aspect ratio, delivery method and submission deadline should be confirmed for each event.

LAPTOP AND CONNECTIONS

Tom will normally use the venue's presentation equipment, but can supply his own laptop if required. An HDMI connection is needed when Tom's laptop is used; please confirm the setup during the event briefing.

CONFIDENCE MONITOR

Please provide a confidence monitor showing the next slide. Any additional display options can be confirmed during the event briefing.

STAGE AND AUDIO

Tom has no special stage or audio preferences beyond a setup suitable for the room and the agreed microphone arrangement.

TIMING AND Q&A

Keynotes are generally 45–60 minutes, depending on the event requirements. A Q&A can be included when agreed in advance.

PANELS AND MODERATED SESSIONS

Tom is available for panels and moderated sessions where the subject is relevant to his areas of knowledge. Please share the topic and format in advance.

PHOTOGRAPHY AND VIDEO

Event photography, filming and live streaming are all permitted. Please coordinate the practical arrangements with Tom in advance.

FINAL CHECK

The confirmed event brief takes precedence over this general guidance. If a requirement is not recorded in the agreed brief, check it with Tom rather than assuming it.

Organiser guidance — September 2026