



## Len Pierre's Booking Support Guide 2023

With close to 200 event and training bookings per year, this *Booking Support Guide* may be helpful to our clients and event coordinators, with some frequently asked questions of Len Pierre Consulting (LPC). This guide is meant to offer you an insight into what we are equipped and ready to offer, as well as give you a sense of what we are frequently asked by other clients. If you have further questions regarding the successful booking of LPC, please email Ashley, Client Services Manager, at [clientservices@lenpierreconsulting.com](mailto:clientservices@lenpierreconsulting.com).

### Pre-booking

- The rates for Len's booking fees are the same for both in-person and virtual events
- Len prefers to host his own slide deck which is usually required for all presentations over 30 minutes. If the request is to have Len speak for less than 30 minutes, a PowerPoint is not required. There are no audio requirements for the PowerPoint
- PowerPoint presentations are not provided before the live event. Len will share with participants where they can access the slides if they would like access to them
- LPC does not provide pre-readings or paper handouts for presentations. If participants would like resources, we can let them know where to find them based on the relevant topic we are speaking to

### Virtual events

- Len is comfortable and familiar with a wide range of media platforms for virtual conferences and webinars. If your event requires pre-event tech check for sound, camera, lighting, and screen sharing, please know booking additional 15 minutes timeslots is a challenge on our end with such a tight and busy schedule; but we will do our very best to coordinate this pre-show meeting
- Len prefers to share-screen and control the slide deck
- Q&A functions and chat are preferred to be enabled but will defer to the host organization
- Presentations are not shared with clients ahead of time
- Webinar and conference recordings are welcomed by LPC with permission and explanation for its intended use

### In-person events

- Len will arrive 15-30 minutes before his scheduled talk
- He prefers a handheld mic over a podium or headset
- There will be no sound requirements in the PowerPoint presentation
- Len prefers to leave 10-15 minutes' worth of Q&A before the sessions is complete

### Expressions of gratitude and appreciation

- We are frequently asked if LPC will accept expressions of gratitude and appreciation. We will always accept these as they are important in Len's Coast Salish culture to accept "hand-shakes" and "tokens of appreciation". However, they are never required.
- Gifts can be provided to Len following his in-person live event
- Virtual gifts/thank-you's can be mailed following the mailing address on our invoice which is provided following the event
- Feedback, evaluations, and testimonials are always welcome at LPC if your event can capture those following Len's talk

### Post-booking

- At LPC we value your business and trust, by bringing us in to talk to your group. If there is anything we can do on our end to make our booking and accountability more meaningful and professional, please let us know.
- If you have found the event meaningful, and participants are pleased with the session offered by LPC, we would most definitely welcome a review or testimonial to be shared on our website and/or social media platforms
- We are always pleased when satisfied clients pass our name along following our service, so feel free to spread the word, you do not have to ask us
- Ashley will provide you with an invoice following the event by LPC
- Ashley will answer any questions around payment and invoicing

hay cx<sup>w</sup> qə (thank you), for your business and booking with us at Len Pierre Consulting.

