

Event/Date/Time

I'm excited to confirm that I will be presenting at your 20th Annual Conference for CFDCs, Wed Sept 25, 2013, in Sarnia, Ontario.

I plan to arrive on Tuesday, Sept 24.

Arrival Details/Ground Transport

I will fly in to Detroit, passport in hand. You will be providing ground transport by either sending a person or car service to pick me up at the airport, and drive to the conference location. I will make my own flight arrangements, since I will be heading to another engagement immediately after.

Lodging

You will make a reservation for one non-smoking room for me at the conference hotel for the nights of Sept 24 and Sept 25

Speaking Details

I will be speaking on Wed., Sept 25, at 9:00am (Eastern time), for one hour as the keynote speaker. I don't believe we talked about topics, but I would suggest Small Town Rules, the small town business keys to success.

Books

I'll bring a few copies of my book for sale to attendees. OR
You'll be ordering 10 copies of my book from Barnes and Noble to distribute as door prizes for attendees.

Departure

I will depart on Thursday, Sept 26, and you'll be providing a ride back to the Detroit airport. We'll work out timing when I set my flights.

Fee

The speaking fee is US\$5,200, plus airfare, ground transport and lodging. I will send an invoice for the speaking fee and expenses, with copies of travel receipts. Let me know your usual payment arrangements, whether that's a check at the event, wait 30 days, etc. I know you have rules you have to follow!

A/V Requirements

I will bring a copy of my presentation on a USB thumb drive in PPTX, PPT, and PDF formats. I will also bring a presenters remote for advancing the slides. I will need a computer with an available USB port, with a PowerPoint viewer installed. If providing a computer is not possible, I can bring a laptop, given reasonable advance notice. In either case, I will need a standard VGA projector. My mic preference is for a lavalier mic or a wireless handheld mic.

Photos/Recordings

If photos are taken, or audio or video will be recorded at the event, I would like to be provided with copies for my own use. I will bring a USB drive with me to the event that can be used for this.

Promotional Materials

My bio and photo are available online at beckymccray.com/assets

If you'll need other promotional materials, let me know and I will do my best to provide them promptly.