

Jeff DeGraff

DEAN OF INNOVATION

Speaker Requirements

- Jeff is an energetic speaker who makes full use of a stage. He does not require a podium or a chair, instead, be sure to provide a lavalier wireless microphone with fresh batteries (and a set of back-up batteries), along with:
- A laser pointer/clicker;
- A PowerPoint slide projector (this is a computer-linked projector, not a slide projector or a transparency projector) along with a laptop PC computer to run the PPT slides; and
- A large screen. The screen should be the largest size that the ceilings of your event venue will allow, preferably, at least, twelve feet;
- Please have cold diet Mountain Dew, or water, available, with no ice, for Jeff to drink on-stage;
- Jeff's customized PPT presentation, to go with his speech, will be sent via email two weeks prior to an event. The slides are to be printed as an attendee handout, 2 slides per page, and copied b&w, double-sided. The slide handout (along with other attendee materials, which will be shipped ahead to your event venue in c/o your event contact) should be placed on the chair and/or table for each attendee before Jeff's presentation. The PPT slides should also be loaded on your PowerPoint slide projector.
- If recording the event, Jeff grants his permission, as long as it is for internal corporate use and not for resale, in exchange for a copy to utilize the segments that feature him for promoting his future engagements;

Leading Innovation & Growth (LIG) Series/Workshop Requirements

- All of the above, plus:
- The room should be set up banquet or classroom style (8 to 10 people at each table), with one flip chart (sticky kind made by Post It) and a brand new set of colored markers provided for EACH table;
- Two weeks prior to the event, pre-work, which may consist of PDFs of case studies and articles to be read by attendees before the event, will be sent via email to be distributed to attendees by your event contact.
- Additionally, an online Assessment may be set up by Competing Values, for which attendees will need to have a secure web link emailed to them (also two weeks prior to the event). Know that the Assessment survey results are compiled two days before the event.
- Please arrange for a side table to be set up by the stage. It will be needed to place the individual Assessment reports in alphabetical order, by last name, for attendees to pick them up while at the event.
- A short PPT slide presentation about the compiled Assessment results will be sent at this time (two days prior to the event) and it should also be printed and copied same as the other PPT presentation slide handouts.
- Ordering copies of Jeff DeGraff's textbook, *Leading Innovation: How to Jump Start Your Organization's Growth Engine*, although optional, is highly recommended. Jeff passes along his author discount. The book normally retails at \$39.95 USD, but it can be purchased at \$23.97 for 1—99 copies, or for \$19.98 for 100 or more copies. Note that your order would need to be placed at least two weeks prior to your event in order to obtain ground shipping, but rush delivery is available with two days notice.