

corporate XL

Booking information

Booking Agreement

Thank you for engaging We are dedicated to adding value to your organisation through the development of each participant. We will help them to expand their minds, learn new skills and shift their paradigms. We will make the learning experience enjoyable.

Your booking date is :

Time of event :

Address of event :

Mutually agreed upon topic/s

Room set up
Agreed fee for engagement \$

Deposit of 50% of fee \$

This amount has been paid by Direct Transfer / Cheque (please circle)

Payment Options

Cheques to be made out to Corporate XL P/L and posted to PO Box 153, Killara, NSW, 2071 OR
Direct transfer to: Name of account – Corporate XL Bank – WBC BSB 032086 Account 151980 (Please enter invoice no.)

Copyright and Handouts

The presentation and supporting material is subject to Corporate XL's copyright and intended for the use of the participants only unless otherwise specified. We will send you the on-screen presentation and hand-out materials in soft copy a minimum of seven days before the event. You will be responsible for duplicating the handouts for the number of participants as well as loading the presentation onto a laptop that is suitable for PowerPoint.

Audio Visual Requirements

To assist in providing you with a smoothly run, professional presentation would you kindly ensure that all audio visual requirements are checked and operating correctly a minimum of one hour prior to the presentation.

- Laptop with remote mouse
- Lapel Mic
- Roving Mic
- White Board
- Flip Chart
- CD Player
- Screen and projector for PowerPoint

..... does not require a lectern and will not be responsible for room set up.

Room Setup

The room needs to be set up as per prior arrangement and ready one hour before the participants arrive to ensure presentation begins on time. The room needs to have enough space for the participants to move around freely. It needs adequate lighting at the front where will be presenting. At the front of the room requires two small tables on each side of the screen at the stage area and a chair to one side. If you are uncertain about the room setup please contact Lynne at lynne@corporatexl.com

I agree to the terms & conditions above.

Signed.....Date.....