

RENÉ RODRIGUEZ



CREATIVE
CONVERSATIONS.
TRUE INNOVATION.
REAL ENGAGEMENT.
INSPIRED LEADERS.

www.SeeReneSpeak.com

WELCOME!

This guide is designed to make preparation for your event to go as smoothly as possible. In this guide you will find the following sections.

1. What to expect from René
2. Headshot and promotional material
3. René's speaker introduction
4. Room set-up instructions and examples
5. Nametag instructions and template
6. Materials needed

Prior to the event, we suggest as a part of your communication, that you include a link to my speaker video. It gives a short introduction to me and my style of speaking.

You can find that video here: www.SeeReneSpeak.com.

We are always here to help so please give us a call if you have any questions or need anything.

We look forward to making this a successful event!

Sincerely,

A handwritten signature in blue ink, appearing to read 'René', enclosed in a thin black rectangular border.

WHAT TO EXPECT FROM RENÉ



- René will arrive one hour early for set up and AV test.
- René will dress in business attire unless otherwise directed.
- René uses a MacBook Pro laptop (and iTunes playlist prior to speaking).
- René travels with one wireless remote.
- René does not require an Internet connection.
- René has both VGA and HDMI dongle adapters for projector.
- **René does not provide a digital version of the presentation in advance.**
- Please provide LCD projector bright enough to be seen in a bright room.
- Please provide two bottles of water near the lectern/podium.
- Photographs are permitted with all copies provided to René.
- Audio or Video recording is not permitted unless specified otherwise.
- René does not use a podium unless it is to connect his computer to projector.
- René does not make his presentation available for download and distribution unless otherwise specified.
- Please confirm prior if you would like René to address audience questions at the conclusion of his presentation.

For keynotes only

- Round seating preferred if classroom seating is necessary then chevron style is preferred. (see seating options page)
- René routinely leaves the stage for audience interaction. Please allow ample room between the stage and the first row of tables or chairs.
- René prefers the use of a conference monitor or can use his laptop set up in close proximity to the stage on a cocktail table.
- Room should be wired for sound/audio.
- Please provide one hands free wireless lapel microphone.

HEADSHOT

As you begin to plan your event, you may want to include Rene in your advertising and promotion. Here is his official headshot. We have also included a link to find others if needed.



Please use this
as Rene's main
headshot.

You can find more pictures here.

<https://www.seerenespeak.com/p/meet-rene>

612.310.4010 | rene@volentum.com

RENE'S BIO & INTRODUCTION

Feel free to use as much or as little of this as you'd like. Rene's feels that the best introductions are made from the heart telling of one's personal experience with the speaker. Good questions to consider are:

- What impact has Rene had on you personally?
- Of all the options out there, why did you choose Rene?
- What are you are looking forward to getting out of today?
- What is the business reason that we are all here for?

Remember to show enthusiasm and to model how you want your audience to feel.

INTRODUCTION

Our keynote speaker, Rene Rodriguez, has a background in behavioral neuroscience and is a renowned organizational change expert, leadership advisor, world class sales trainer & dynamic keynote speaker. Rene has shared the stage with the likes of Tony Robbins, Magic Johnson, Lou Holtz, Ben Stein,, and Jeffery Gitomer.

Rene is the founder and CEO of of Volentum, a management consulting firm that has trained over 100,000 people in applying the latest brain research and NeuroLeadership methodologies in the areas of Employee Engagement, Sales Training and Professional Influence.

Rene was named to the 40 under 40 list for 7 years straight and has been a trusted adviser to leadership teams at Coca-Cola, 3M, Wells Fargo, Cargill, Liz Claiborne, Medtronic, Microsoft, Bank of America and many more. He has been a featured speaker at the Microsoft Annual Convergence Conference, the Presidents Network, Young Presidents Organization (YPO), Entrepreneurs Organization (EO) and the Business Plan Conferences in Las Vegas.

A captivating, highly engaging speaker, Rene is in strong demand for annual events, conventions, and keynotes speeches. You can learn more about him at www.SeeReneSpeak.com. Please help me in welcoming Rene Rodriguez!

Room Set-up

Our goal is to create a fun and engaging event that fosters teamwork and participation. To achieve the best results, we have found certain room set up configurations to be more affective. In your event preparation meeting with Rene, he will give more guidance as to which set up will be best for your audience and objectives. Here are some guidelines to follow with supporting images in the pages to follow.

Half Circle: 50 people or less

For workshop type events that are less than 50 people, we require the “Half Circle” set-up with no tables. Instructions for this set up can be found on the page entitled “Half Circle Setup Diagram”.

Table Rounds: 50-300 people

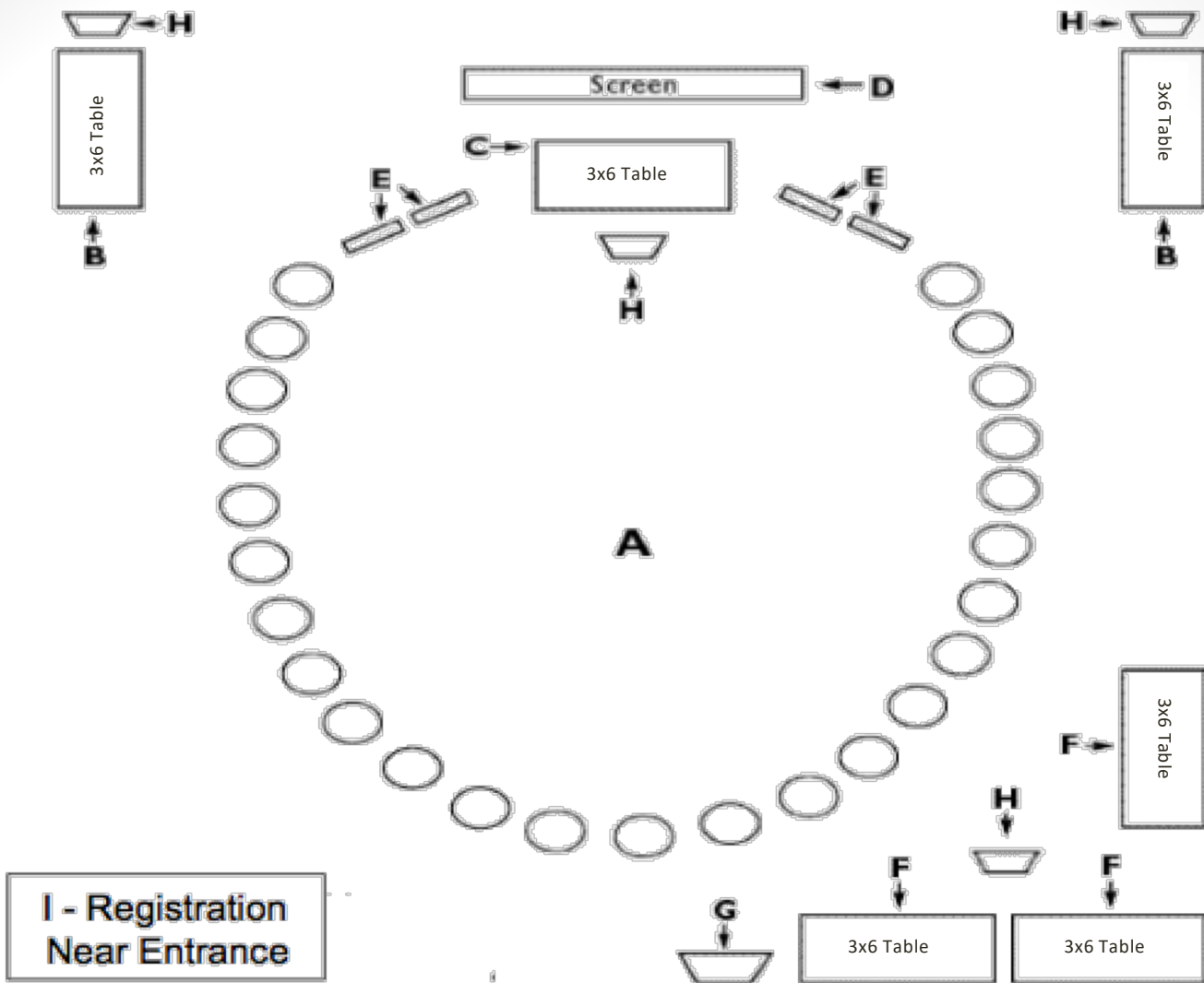
Table rounds are best for workshop events of this size. The round tables allow for group interaction and collaboration. See the set up diagram entitled “Table Rounds”.

Chevron: Large groups

The ideal set-up is the “Chevron” configuration. This allows for an aisle down the middle where Rene can walk down and interact with the audience which reduces audience distraction and keeps engagement high in all parts of the room. See the set up diagram entitled “Chevron Seating”.

For AMPLIFII™ Events: Horseshoe Set with Tables

Half Circle Set Up Diagram



Workshop set-up is important for success. Please call the Volentum Coordinator with questions regarding this diagram.

A. Chairs – enough for participants placed in open circle or U-Shape facing screen. Two additional chairs in the front for presenters. Extra chairs available in the back or sides.

B. Tables in Front or sides - Two 3' x 6' tables near front of the room for event materials

C. Computer Table - One 6' table at the opening to the U or circle for projector and/or computer and presenter materials

D. Screen and LCD projector if projector is needed. Extension cord and duct tape, if necessary.

E. Easels - 4 hard back easels with trays for markers. See easel pads and Markers page for details.

3M Post-it - 4 Large size Easel Pads (559) preferred. If none available, please add **masking tape**

Mr. Sketch Markers - 5 boxes

F. Break Tables - 3' x 6' tables for refreshments placed out of traffic area and near door, if possible.

G. Large wastebaskets near break tables

H. Small wastebaskets under front tables

I. One table for Registration, **Name Tags, Sign In Sheets**, and additional materials.

Other: Clock and lots of water

Half Circle Examples

Group of approx. 40

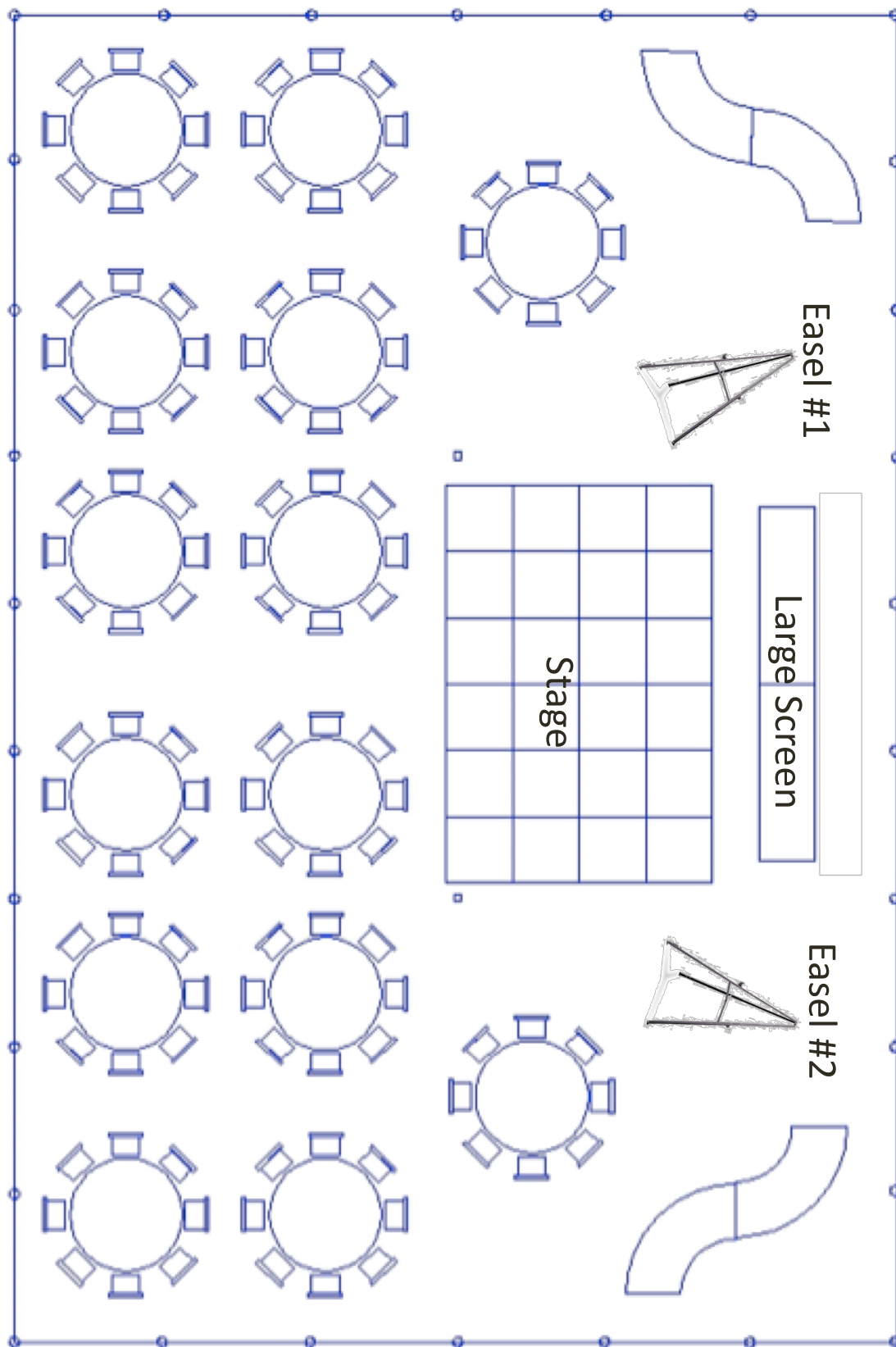


Group of 20 or less.



Table Rounds

www.SeeReneSpeak.com



Chevron Seating

There are several very effective Chevron seating arrangements depending on the size of the group and room limitations.

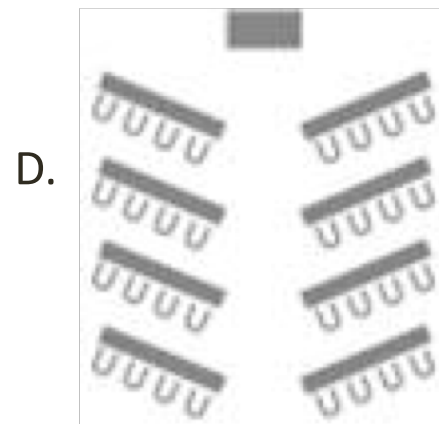
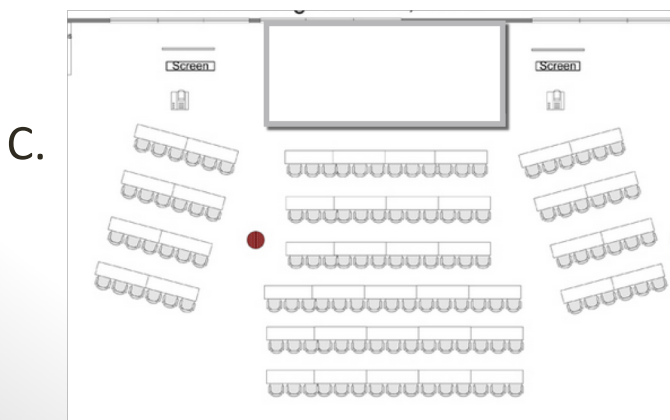
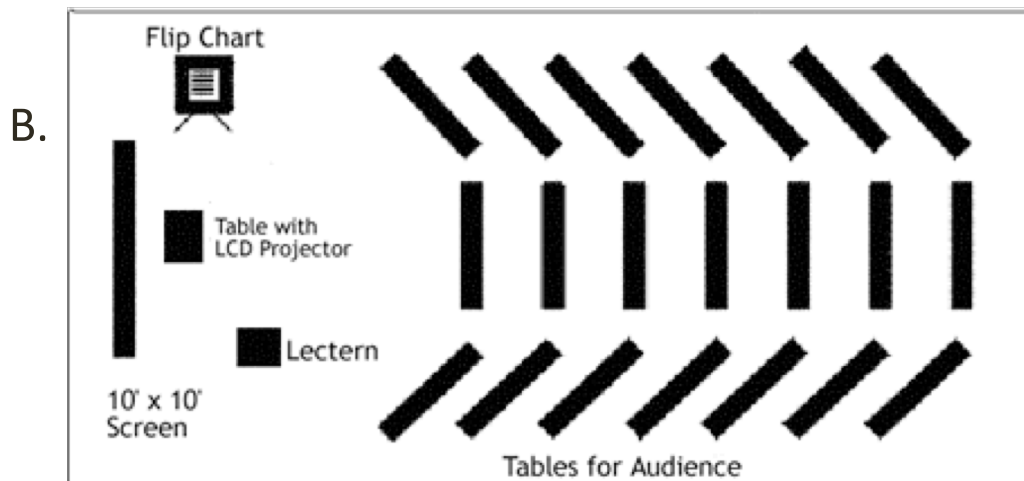
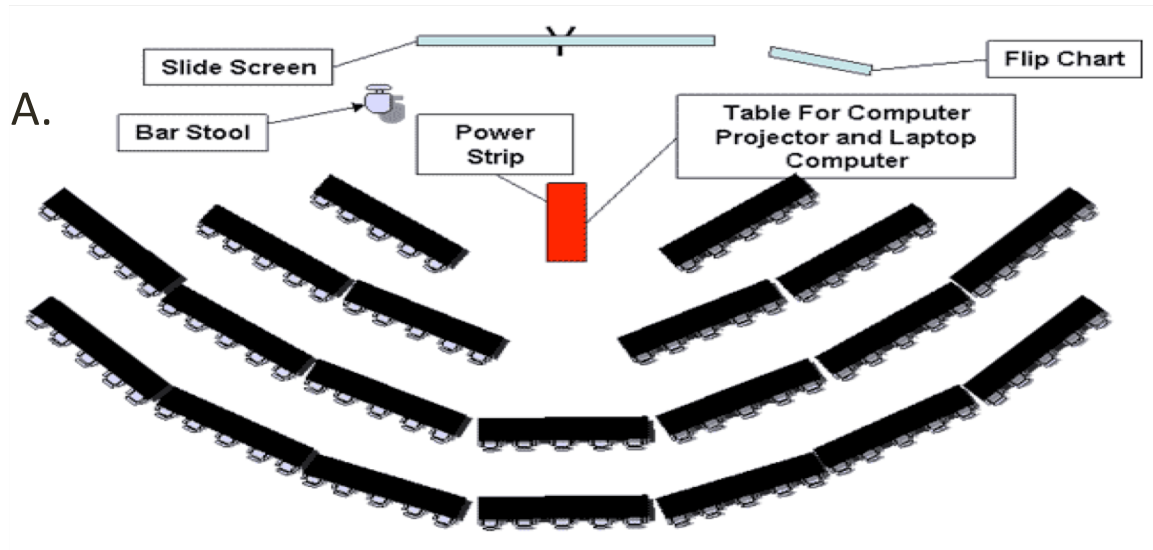


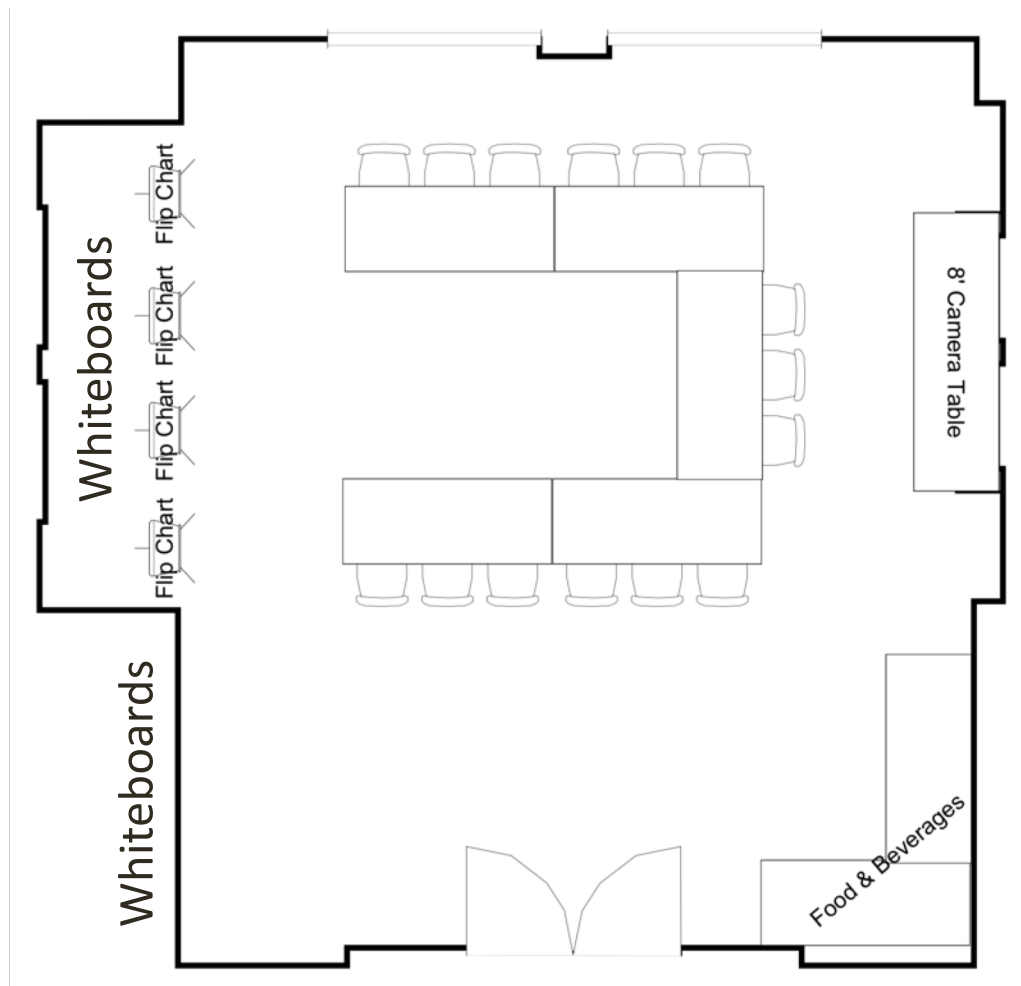
Table Rounds Example



Chevron Example



Horseshoe Set Up



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Nametags

“A person’s name is to him or her the sweetest
and most important sound in any language.” –
Dale Carnegie.

As stated in Dale Carnegie’s quote, people’s names are very important. We also know that using people’s name speeds the trust building process which is why we take nametags very seriously. Below, you will see a template for the nametags we will use for this workshop. Please follow it exactly. The goal is to be able to read someone’s name from 10 feet away. This not only helps the facilitator but it also helps those in attendance that may not be familiar with people’s names.

YES

NO →



Name

Sally

Last

Rodriguez

Role

ACME INC.

Department or Location

Operations, MN

Font: Ariel or Helvetica

Sizes: Name - 80 | Last - 40 | Role - 16 | Department or Location – 14

Download link to Nametag Template

<https://www.dropbox.com/s/7b0n7ad6cpecmmj/Name%20Tags%20Template.doc?dl=0>

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Easel pads & Markers

Less than 20

- 2 pads & 2 boxes

More than 20

- 4 pads & 4 boxes



Make sure
they have
easel stands
too 😊

Amazon Link to Easel Pads

http://www.amazon.com/Post--Easel-30-Inches-30-Sheets-4-Pads/dp/B000N4AI8M/ref=sr_1_1?ie=UTF8&qid=1448691108&sr=8-1&keywords=3m+easel+pads

Amazon Link to Mr. Sketch Markers

http://www.amazon.com/Mr-Sketch-Assorted-Scent-Markers/dp/B00006IFH0/ref=sr_1_1?ie=UTF8&qid=1448691187&sr=8-1&keywords=mr.+sketch+scented+markers