

AV & TECH RIDER / 2026

The bits that make a keynote, *great.*

A working agreement between Benjamin and your venue, production company, or in-house tech team. ***Not a contract.*** The shortlist of practical requests that free Benjamin to do the thing he is being paid to do: deliver a keynote your audience will still be quoting a year later.

Format and *time*.

Benjamin delivers keynotes at the following lengths. The length agreed at booking is the length delivered, regardless of what happens earlier in the day.

FORMATS	30 / 45 / 60 / 90 minutes. Workshop and full day available on request.
Q&A	After the keynote, hosted by your MC. Plan 10 to 20 minutes separately if Q&A is required.
IF RUNNING LATE	Benjamin reserves the right to deliver the full agreed time. He will work with the event director to recover the schedule elsewhere. He will not be asked to cut content live.

A keynote that started late and ended on time is a keynote no one remembers.

Slides, laptop and *presentation*.

SLIDE FORMAT	PowerPoint or Keynote. 16:9 or 16:10. Either is fine.
LAPTOP	Benjamin brings his own MacBook with HDMI and USB-C adapters, plus a USB-stick backup of the deck.
VENUE LAPTOP	Acceptable if of reasonable spec and able to run the original file natively. Confirm software version in advance.
OUTPUT	Standard HDMI to the venue screen. Confirm in advance if a different connection is needed.

IMPORTANT

The deck must play from the original file, in the original software. Do not convert PowerPoint to PDF, do not import Keynote into PowerPoint, do not re-export anything. Conversions break animations, fonts, video embeds and timing.

Stage, sound & *light*.

Microphone and audio.

MICROPHONE	Non-handheld. Lapel/lavalier or over-ear/headset. Either is fine.
REASON	Benjamin moves around the stage and gestures with both hands. A handheld restricts that.
BACKUP	A second mic of the same type, switched on and on standby, in case of failure.
BACKING AUDIO/VIDEO	Rare. If used, Benjamin liaises with the tech team in advance to test playback through the venue PA.

Stage, lectern and *lighting*.

STAGE	Benjamin moves around during the talk. A reasonable area to walk is appreciated, not essential.
LECTERN	Placed to the side, with space for notes and a glass of water, stable enough to lean on. A tool, not a fixed position.
LIGHTING	Benjamin needs to see audience faces. Front rows visible from anywhere on stage. House lights at half is fine. Pitch-black audience is not.
CONFIDENCE MONITOR	Front of stage or in the front row. Showing presenter notes and next-slide preview.
WATER	A glass or bottle on the lectern. No preference on type or temperature.

Audience and *room layout*.

AUDIENCE SIZE	No minimum. No maximum. Benjamin delivers to twelve with the same conviction as to twelve hundred.
ROOM LAYOUT	Any. Theatre, cabaret, in-the-round, classroom, daylight or blackout. No setup refused.

Capture & the *day itself*.

Recording.

Benjamin is happy to be filmed and audio recorded. Two conditions:

- / A full copy of the recording is provided to Benjamin within **fourteen days** of the event.
- / Benjamin retains the right to use the recording, in full or excerpted, for his own marketing and promotion.

Photography.

Photography during the talk is welcome. Same two conditions apply:

- / Copies of the images sent to Benjamin within fourteen days.
- / Benjamin may use them in his marketing and promotion.

If your event has restrictions on either, raise them at booking, not on the day.

Arrival.

Benjamin arrives before the event opens and aims to attend the full programme, not just his slot. Expect him in the room, listening, taking notes, and adjusting the talk in real time based on what the audience has heard before him.

Tech check.

If practical, Benjamin will do a sound check and see the stage before doors open. Ten minutes is enough. Useful, not essential.

Greenroom or working space.

A quiet space to prep before the talk and decompress after, with access to tea and coffee throughout the conference. Just somewhere to think, and a kettle nearby. A shared speakers' room is fine.

Meals and dietary.

No dietary requirements. Benjamin eats what the audience eats.

Travel, intro & *contact*.

Travel and accommodation.

Travel and overnight accommodation costs are included in the speaking fee quoted at booking. Benjamin books his own. No reimbursement claims after the event.

The introduction.

Benjamin provides his own introduction script in three lengths: **30 seconds, 60 seconds, and a longer two-minute version**. The compere picks the length that fits the slot. Scripts arrive at least seven days before the event. *Use the script as written*. No ad-libbing or personal anecdotes about how you met him.

Contact.

All AV and tech queries to Benjamin's team in advance of the event. On the day of show contact via phone number provided at booking. *Thank you for the booking. Now let's make this one count.*

EMAIL

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PHONE

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ONLINE

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speaking

LET'S MAKE IT BRILLIANT / 05

Get the small things right
and the *big thing* takes
care of itself.

