

INFORMATION REGARDING BOOKING BENJAMIN FOR YOUR EVENT



Any questions please feel free to contact Louise Fennimore by either of the following methods:

Tel: +44 (0)20 7836 3941

Email: lfennimore@noelgay.com

PROCESS ►

Either call or email Louise to discuss the date and requirements of your event. From this discussion a quote will be provided and we can hold the date until you decide if you would like to proceed. If another request arises for the same date you will be informed and given priority.

Once you have confirmed that you would like to book Benjamin and provided full event details then a speaker agreement will be sent to you for you to sign and return. Benjamin also likes to speak to you a few weeks ahead of the event in order that you can both ask any questions and to finalise messages for inclusion on the day, so Louise will arrange a call at a mutually agreeable time.

EQUIPMENT ►

Benjamin usually uses a PowerPoint presentation, tailored to your event, which begins with a short embedded clip. This will be sent to you in advance of the day so that you can test it and ensure that you are happy with how it runs.

SPEAKER INFORMATION ►

If you would like any photographs or biographical information for your event packs or advertising then this is not a problem. Please request what you would like including an estimated word count / idea of the amount of space that you need to fill, and it will be sent to you as soon as possible.

PAYMENT TERMS ►

You will receive an invoice for 50% of the fee upon signature of the contact, payable within 30 days. Payment details will be on the invoice.

The remaining 50% of the fee, plus any expenses due, will be invoiced upon completion of the event.

BOOKS ►

If you would like to order any of Benjamin's book *We Bought A Zoo* for your delegates then we can organise this for you at a discounted rate. Benjamin can also do a signing at your event should you wish.

SHORT NOTICE ►

If you require a speaker at short notice then please do enquire as to Benjamin's availability.

TRAVEL AND ACCOMMODATION ►

If travel and accommodation are required then please say if you would prefer to do it or if you would like us to. We are very happy to book it and add it to the invoice if it is simpler for yourselves. Business class travel is requested.

FEEDBACK ►

Following your event we would be grateful of any feedback that you have regarding the speaker and your event.

DOWNLOAD LINKS ►

Please use the links below to download some information that you can take away to consider when organising your event.

Here is a one page speaker document which contains a brief biography and an overview of the topics he covers: [Benjamin Mee Profile](#)

Here is a longer biography: [Benjamin Mee Biography](#)

THANK YOU FOR CONSIDERING BENJAMIN FOR YOUR EVENT.

