



SPEAKING OF VALUE™

PRE-EVENT PREPARATION PACKAGE

ABOUT THIS PACKAGE

We know that preparing and coordinating a program for a visiting consultant can be challenging. In order to insure that our **Keynote Presentation** is a huge success and to make this as easy and painless as possible, we have created this **Pre-Event Preparation Package** for you.

Here is what's in your package.

- Client, Event and Accommodations Information Form
- Attendee Contact Information Form
- Room Set-Up / Supplies / Audio-Visual Requirements
- Keynote Speaker, Scott Hays Bio

Step 1 - Complete the first two forms (Client/Event and Attendee Contact Information Form), **scan and email to info@triviumperformance.com**.

Step 2 - Simply scan and e-mail the Room Set-Up / Audio-Visual Requirements page directly to the Hotel Contact (if session will be conducted at a hotel) or appropriate individual at the venue location.

Step 3 - Review the Keynote Speaker, Scott Hays Bio

Step 4 - Email this information to those responsible for preparing the Event Programs, along with any specific requests. **(Please bcc: shays@triviumperformance.com)**.

CONTACT INFORMATION

Trivium Performance
5 Fish Hawk Court
Hilton Head Island, SC 29926.1949
843.681.6283
shays@triviumperformance.com
www.triviumperformance.com



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EVENT INFORMATION FORM

(Please complete, scan and email to shays@triviumperformance.com)

NAME OF EVENT:

EVENT DATES:

CLIENT INFORMATION

COMPANY NAME:

CONTACT PERSON:

TITLE:

PHONE NUMBER:

FAX NUMBER:

MAILING ADDRESS:

E-MAIL ADDRESS:

EVENT INFORMATION

NUMBER OF ATTENDEES:

LOCATION OF KEYNOTE:

ON-SITE CONTACT PERSON:

(For Keynote Presentation logistics)

ACCOMMODATIONS FOR KEYNOTE SPEAKER:

ADDRESS:

PHONE NUMBER:

CONFIRMATION NUMBER:



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ATTENDEE CONTACT INFORMATION FORM

(Please provide some names of attendees the Keynote Speaker may contact to gather more information and better know this audience. Please complete, scan and email to shays@triviumperformance.com)

NAME:

TITLE:

PHONE NUMBER:

E-MAIL ADDRESS:

COMMENTS:

NAME:

TITLE:

PHONE NUMBER:

E-MAIL ADDRESS:

COMMENTS:

NAME:

TITLE:

PHONE NUMBER:

E-MAIL ADDRESS:

COMMENTS:

NAME:

TITLE:

PHONE NUMBER:

E-MAIL ADDRESS:

COMMENTS:



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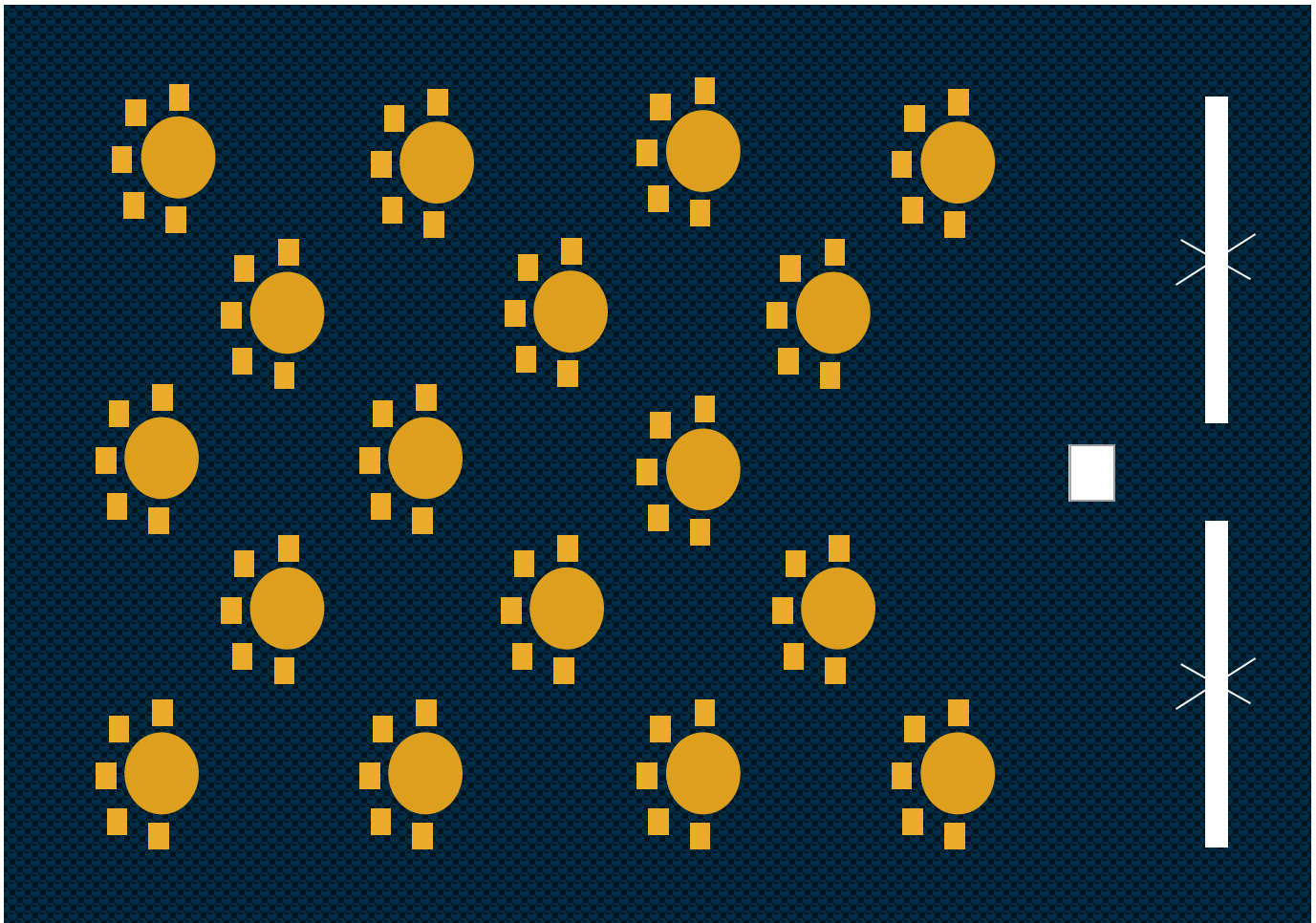


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SAMPLE ROOM SET-UP
(Email to On-Site Contact Person)

ROOM CONFIGURATION *OPTION 1

This configuration below is recommended for keynotes, large group conferences, facilitating better small group interactions and one-to-one roll-play exercises. If food will be served during the event, rounds is customary. A podium is not needed.



AUDIO-VISUAL REQUIREMENTS

- Microphone-wireless, lavalier mic (depending on group size)
- LCD projector (rear view is optimal) with 2 large screen (or large LCD monitors)
- Wireless remote
- Small table for speaker's notes, tools.
- In-house sound system
- *AV technician available for any technical difficulties



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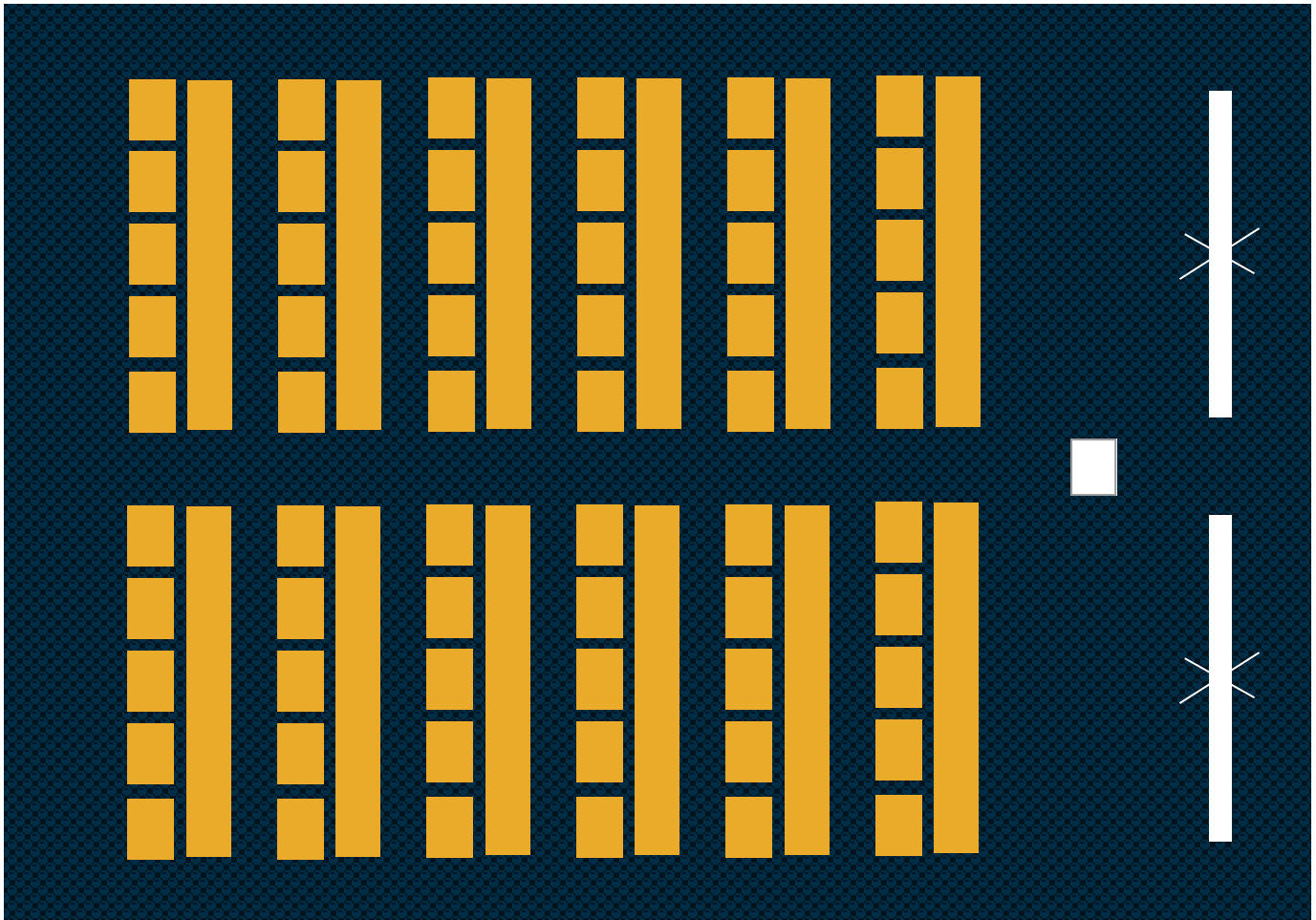


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SAMPLE ROOM SET-UP
(Email to On-Site Contact Person)

ROOM CONFIGURATION *OPTION 2

This room configuration of the room allows you to maximize the number of attendees. Generally, a large room with isles on the sides and the middle will allow for easy entrance and exit. In addition, this allows for the speaker to move more freely. Not conducive to dining. No podium needed.



AUDIO-VISUAL REQUIREMENTS

- Microphone-wireless, lavalier mic (depending on group size)
- LCD projector with screen or 1 - 2 rear-view projection screens is ideal.
- Wireless / remote mouse
- Small table for speaker's notes
- In-house sound system
- *AV technician available for any technical difficulties



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BIOGRAPHIES - SCOTT HAYS

MICRO BIOGRAPHY (57 WORDS)

Scott Hays is CEO of Trivium Performance. Scott has over 30 years of experience in sales, corporate education, project consulting and performance coaching. He has worked closely with senior sales and marketing executives from companies around the globe including Merrill Lynch, Sprint Nextel, Ogilvy & Mather, Canada Life, Goldman Sachs, Itaú, The Capital Group, Macquarie, Nationwide and Diageo.

SHORT BIOGRAPHY (84 WORDS)

Scott Hays is CEO of Trivium Performance. A former college football player turned corporate communication coach Scott has over 30 years of experience in sales, corporate education, project consulting and performance coaching. He has worked closely with senior executives, managers, and top sales and marketing executives from leading companies around the globe. Scott has created over 25 corporate 'playbooks', created the content and graphics for over 200 client presentations, facilitated over 300 communication skills seminars, coached over 3000 participants, and critiqued over 20,000 presentations.

MEDIUM BIOGRAPHY (100 WORDS)

Scott Hays is CEO of Trivium Performance. A former college football player turned corporate communication coach Scott has over 30 years of experience in sales, corporate education, project consulting and performance coaching. He has worked with hundreds of the world's leading companies, including Merrill Lynch, Sprint Nextel, Ogilvy & Mather, AXA, Canada Life, MFS, Goldman Sachs, Itaú, The Capital Group, Annexus Group, Macquarie, BBDO, Nationwide Financial and Morgan Stanley. Scott has created over 25 corporate 'playbooks', created the content and graphics for over 200 client presentations, facilitated over 300 communication skills seminars, coached over 3000 participants, and critiqued over 20,000 presentations.

LONG BIOGRAPHY (126 WORDS)

Scott Hays is CEO of Trivium Performance. Scott has worked with hundreds of the world's leading companies, including Merrill Lynch, Sprint Nextel, AXA, Canada Life, Ogilvy & Mather, MFS, Goldman Sachs, Itaú, The Capital Group, Annexus Group, BBDO, Macquarie, Nationwide Financial and Morgan Stanley. Scott has created over 25 comprehensive corporate 'playbooks', created the content and graphics for over 200 client presentations, facilitated over 300 communication skills seminars, coached over 3000 participants, and critiqued over 20,000 presentations. A former college football player turned corporate communication coach Scott has over 30 years in sales, corporate education, project consulting and performance coaching. Scott and his two children live in Hilton Head Island, SC. In his spare time he loves to play tennis or golf, relax on the beach or spend quality time with friends.



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SPEAKING OF VALUE™

KEYNOTE SPEAKER | SCOTT HAYS

(Available for Keynotes, Breakouts, Lunch and Learns.
Fee available on request.)

ENGAGE

Scott Hays is President | CEO of Trivium Performance, a communication training, coaching and consulting company focused exclusively on helping individuals and teams around the globe to **engage**, **enlighten** and **inspire** audiences to act. An impassioned speaker, Scott delivers thought provoking and intellectually challenging presentations to groups of all sizes at national or regional sales meetings, industry events, association conferences and symposiums throughout the United States, Canada, Puerto Rico, Australia and Brazil.

ENLIGHTEN

Scott has **25+ years of experience** in sales, corporate education, project consulting and performance coaching. He has **worked closely with senior executives, managers, and top sales & marketing executives** from a number of **Fortune 100 companies** including; Morgan Stanley, Goldman Sachs, Bank of America, MetLife, American Express, JPMorgan Chase & Co., State Farm, Prudential, Nationwide, and Liberty Mutual. He has crafted over 20 'Sales Playbooks' for clients, created over 200 sample client presentations, personally coached over 3,000 executives and critiqued over 30,000 presentations. His **extensive knowledge base** includes target marketing, territory management, sales process, energy management technology, presentation skills, messaging, marketing and design. Trivium's **Presenting On Purpose™** communication skills training alone includes over **58 learning modules**. Scott received his Bachelor of Science Degree in Kinesiology from **The College of William and Mary** in Williamsburg, Virginia where he was also awarded **All-Conference** honors in football.

INSPIRE

A former college football player turned corporate communication coach, Scott Hays will challenge your team to **take personal responsibility** for being better. Both thought provoking and inspirational, Scott's talks hit home with poignant, **true life stories** of **challenges and triumphs**, mistakes made and lessons learned.

"I can unequivocally recommend Scott Hays as a **subject matter expert across a broad spectrum of leadership and personal development areas**. The depth and breadth of his knowledge is quite rare. Having the knowledge is one thing, being able to bring the content alive in presentations and engage an audience is quite another. Scott has both. His **presentation skills and enthusiasm** make the difference between an academic experience and one that people can internalize and use to improve their personal performance. A real professional."

— Clay Hood, VP, North Atlantic Family Care Supply Chain, Kimberly-Clark Corporation, Retired



William & Mary vs. Navy, 1976



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KEYNOTE SPEAKER | SCOTT HAYS



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INTRODUCTION CARD | SCOTT HAYS

Today I am pleased to introduce Scott Hays, President and CEO of Trivium Performance. Scott works exclusively with executives and teams to help them prepare, probe, design, deliver and get better results from meetings, presentations, and phone calls.

Scott has over 25 years of experience in sales, corporate education, project consulting and performance coaching. He has conducted programs throughout the United States, Puerto Rico, Canada, Australia, and Brazil. Some notable clients include The American Funds, Diageo, SSgA, Macquarie Group, Sprint-Nextel, Itaú Asset Management, Pacific Life, Goldman Sachs, Macquarie, Merrill Lynch, John Hancock Investments, JP Morgan Chase, Fidelity Investments and Kimberly-Clark Corporation.

Scott holds a Bachelor of Science degree from the College of William and Mary, where he also received All-Conference honors in football. Scott enjoys tennis and golf and lives with his two children on Hilton Head Island, South Carolina.

Please join me in welcoming Scott Hays.



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