

ROSS SAUNDERS

Nerd with Trust Issues

Ross G. Saunders Consulting
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rossgsaunders.com

This document outlines what you need to know before confirming Ross for your event. It is not a contract – your proposal and booking confirmation handle that – but it sets out the practical and logistical terms that make for a smooth engagement on both sides. Read it once, keep it handy, and reach out if anything needs clarification.

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BOOKING AND CONFIRMATION

A booking is confirmed when Ross has received a signed proposal or quotation and a deposit has been received. Until both are in hand, the date is not held.

Deposits are non-refundable. They exist because holding a date means turning down other opportunities, and that commitment runs in both directions.

All session details, including topic, format, duration, audience, and any customization, should be agreed in writing before the booking is confirmed. If scope changes after confirmation, a revised proposal will be required.

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FEES AND PAYMENT

Fees are fixed and agreed upfront in the proposal. Where possible, travel costs are bundled into a single FIT (Fee Includes Travel) rate to keep things simple.

Invoices are due within 14 days of issue. Late payments incur compound interest at 1.5% per month, applied from the due date. This is standard practice, not a threat.

CANCELLATION

By the organizer

If you need to cancel, please let Ross know as soon as possible. The deposit is non-refundable. Where cancellation or rescheduling is necessary, Ross will do his best to accommodate the change, including finding an alternative date where possible.

By Ross

In the unlikely event that Ross needs to reschedule due to an emergency, he will work with you promptly to find a suitable alternative. He takes his commitments seriously and treats last-minute changes as the exception they are.

TRAVEL AND ACCOMMODATION

When travel is required, costs are charged at cost and include flights, hotel accommodation, ground transportation, and meals. Where possible, these are rolled into the FIT fee quoted upfront.

For flights, flexible tickets are the default. If you request non-flexible tickets and subsequently cancel or move the date, any associated penalties or non-refundable costs are your responsibility.

Where overnight travel is involved, accommodation is required for the night before and the night of the event, in a single private room.

AUDIO/VISUAL REQUIREMENTS

A full AV requirements document is available in the speaker kit at rossgsaunders.com/speaker-kit. The non-negotiables are:

- A lapel or headset microphone (not handheld)
- Ross presents from his own MacBook Air using his own Logitech Spotlight clicker
- Connection to the main display must be USB-C, HDMI, or AirPlay. No other connection types are supported
- A USB-C or HDMI adapter at the AV table if connecting to house systems. Ross will always carry a USB-C to HDMI adapter as a backup.
- Advance slide review: Upon request, Ross will share slides before the session for AV team review

The keynote *Key Risqué Indicators* has unique shipping, stage height, and AV requirements that differ from standard engagements. If this session has been booked, a separate technical brief will be provided. Flag this to your AV and production teams early.

If your venue has specific technical constraints, flag them early. Most things can be worked around with enough notice.

RECORDING AND INTELLECTUAL PROPERTY

All content delivered by Ross, including slides, handouts, frameworks, and spoken material, is protected by copyright.

Recording of any kind, including audio, video, screen capture, and live streaming, requires prior written permission and agreed licensing terms before the event. This applies to both professional recording crews and informal phone recordings.

If you intend to record, include it in the booking discussion so it can be properly arranged. Recording and distribution of session content without a signed licensing agreement in place is not permitted.

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EVENT PROMOTION

Bios, headshots, and supporting materials for event websites, programmes, and social media are available at rossgsaunders.com/speaker-kit. Please use only approved materials from that page.

- Headshots may not be altered without prior written agreement. With written agreement, resizing and cropping for layout purposes is permitted
- AI-based modifications, filters, or image generation using Ross's likeness are not permitted under any circumstances
- Confirm session title, topic, and speaker bio with Ross before publishing

If you have a specific format requirement not covered by the speaker kit, reach out and the team will work something out.

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ON-SITE REQUIREMENTS

Ross will arrive at the venue at least 60 minutes before his session. He requests:

- A green room or quiet space to prepare
- Access to the stage or presentation area for a walkthrough before the session
- A meeting with the AV team no later than 30 minutes before the session start

If the event schedule makes the 60-minute window difficult, flag it in advance so it can be accommodated.

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GENERAL TERMS

This rider is governed by the laws of Ontario, Canada. Liability is limited to direct losses only, capped at the value of fees paid in the six months preceding any claim.

If a disagreement arises, the parties will first attempt to resolve it through confidential mediation. If unresolved, the matter will proceed to arbitration in Toronto, Ontario.

The goal of this document is not to create friction. It is to make sure both sides know what to expect. Most of what is in here is common sense, and most engagements will never need to reference it again after the booking is confirmed.

If you have questions, reach out. Ross and his team are straightforward to work with, and that starts here.

