

Leela Bassi - FAQs

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1. What is the process for booking you to our event?

Give me a call on +44 (0) 7900 134 392 or use the booking form on leelabassi.com, or send me an email to check if I am available on the date of your event and to discuss your requirements. During the call I will be able to give you a quote depending on your requirements (keynote speech, motivational talk) and geographical location (UK, Europe or the rest of the world).

I will then pencil the booking in my diary. There is no obligation to book me as your speaker but it ensures that if I get two enquiries for the same date I can be certain to offer you the option first.

If you would like to proceed with the booking I will draw up a Speaking Agreement (like a contract) and email this to you to sign and return by post or electronically.

2. How will you work with us to tailor your presentation?

In the month before your event I will email you a link to my online Pre-Event Questionnaire to complete. This will provide me with useful information about your event, the delegates, your company and what you hope to achieve by including me in your programme.

Following this, I will do my own research on your company and the industry sector you work within. We will then arrange a briefing call so the finer details can be thrashed out until everyone feels confident that the right key messages will be included. This call normally takes place two weeks before the event.

3. Do you use PowerPoint? What equipment do you need?

I have a variety of audio-visual material I like to use to illustrate my speech. A PowerPoint presentation with embedded movie files will be specifically prepared for your event following the briefing call. I can incorporate your logo/conference PowerPoint theme if applicable.

I am happy to work directly with your AV company/conference venue if you would prefer or I can run the presentation from my own laptop. All audio-visual material can be provided in advance.

4. Can you provide a biography for our conference manual and some ideas on how to introduce me?

I will be happy to provide you with a suitable biography and photo of myself for your delegate information pack. I will also provide you with some suggested introductions that can be used on the day.

5. What is the payment process?

I will send you an invoice 30 day before the date of your event or after receipt of the signed agreement if you are booking within 30 days of your event. This will include the agreed fee and business travel expenses. Payment is due by the date of your event, preferably by BACS/electronic transfer - bank details will be provided on your invoice.

6. Do we still have to pay if our event gets cancelled or the date changes?

Cancellation fees are payable subject to the proximity of your event:

- 1-30 days prior to the event: Full fee as detailed in the agreement
- 31-90 days prior to the event: 50% of fee as detailed in this agreement
- More than 91 days before the event: 25% of fee as detailed in this

Agreement VAT is not applicable to cancellation fees.

If you have to cancel the original date but are able to re-schedule your event within four months of the original date no cancellation fees will be incurred.

7. How long should we allow for your speech?

The optimum length of time for me to speak is between 45 minutes and one hour, which can include a time of Q&A if that would suit your event but doesn't have to!

I can do a shorter version of my speech for 20 minutes or include workshop elements for a longer session.

8. We are a charity / school and therefore have a limited budget. Is it still possible to book you for our event?

Yes, I do offer reduced rates to not-for-profits. However, I do try to fit them around other paid work and family commitments so I cannot guarantee that I will be available on the date of your event.

9. Our speaker has dropped out at the last moment. Could you help us out at short notice?

Yes. If I am available and not at another work commitment then I can often help at very short notice, sometimes even if you call me on 07900 134 392 the morning of your event. I live in Windsor so if I can get to you in time I would be delighted to help you out of a sticky situation.