



EVENT ORGANISERS KIT
& SPEAKERS PROFILE 2016



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About Kirsty O'Callaghan

Kirsty is an executive consultant, mentor, speaker, trainer and author. She is known nationally as a leader in her field and as someone who works in partnership with all her clients. Her intention, every week, is to inspire, excite and engage hundreds of people through written and spoken words to encourage their growth and whole-life satisfaction.

Kirsty's most important jobs are being the best she can be and showing up for her three children (aged 20 years to eight years old), her husband and her friends. She has been a FIFO (fly in fly out) wife for 7 years and still manages to serve her community, grow her business and enjoy time with her family every day.

As a trainer, coach and consultant for over 20 years, and a mentor and public speaker since 2009, Kirsty understands the issues many businesses, families and individuals face in the areas of relationships, resilience and getting the results they want. From this understanding she has developed the [3R's© for success](#), effective tools and programs to provide solutions and make your success satisfyingly simple with the right effort.



Kirsty is more than your typical speaker, mentor and consultant. She is the owner of [Unity Words](#), the author of [Separated by Work](#), and the proud recipient of the Moreton Bay Region – **2016 Small Business Woman of the Year award**, and the Lions Clubs International – **District Governor's Excellence in Service award**.

Kirsty has appeared as a panelist on Toddlers to Teens TV, interviewed on 101.5 FM, [ABC Brisbane](#) and [Health Professional](#) radio. She is a member of the Lions Club, a member and ambassador for Womens Network Australia, and a member of Queensland writers centre. Kirsty writes for numerous publications, including Family Australia magazine, Working Women Magazine, Prevention Magazine and has contributed to the Sydney Morning Herald. She regularly runs workshops and keynote speaks around Australia.

Kirsty has such a wide variety of life and career experiences to draw upon so you can be sure that your presentation will be motivational and humorous. Her natural ability to inspire others leaves her audience encouraged to take action and to carry out ideas that ultimately create a positive impact.

Presentations are specifically tailored for conferences/seminars (both public and internal), industry associations/events, and in-house training sessions. All presentations are created for your needs, with comprehensive consultation with organisers.

For speaking engagements for community based and non-profit organisations, Kirsty may be available to speak fee-FREE and is open to discussing cost based on your budget.

“Kirsty was a speaker at the Utopia Women’s Wellness Brisbane event. Leading up to the event Kirsty showed professionalism and dedication to her audience not only on the day of the event, but also in her preparations and planning. I would recommend Kirsty as a speaker for events looking for a confident, reliable and proactive speaker. Visitors have also commended Kirsty on the high quality of information taken away from her presentation. I look forward to working with Kirsty in the future.” **Renee Gardner** – Event Co-ordinator

“Thank you so much for delivering our final keynote – it was incredible. I received really positive feedback from the delegates as to how worthwhile your session was, how it resonated with them and how well it rounded out the program. The delegates were challenged new ways of thinking and inevitable changes over the two days, and your session gave them some perspective and some tools on how to move forward, despite changes that were coming.” **Tara Murphy** – Queensland Public Librarians Association Conference

“Kirsty O’Callaghan is a conference organisers dream come true – a consummate professional from start to finish! From the word go Kirsty was committed to the conference theme and making our life easy – ensuring all resources and tasks asked of her were delivered within timeframes!

Kirsty is an energetic speaker with an amazing gift of keeping the audience hanging on to every word. She truly embodies her message of resilience and generously shared her learnings and tools, the research and easy strategies with the audience. She had the entire audience captivated. Not only were we fascinated by her wealth of experience, we were all eager to hear how this woman walks her talk - demonstrating resilience in life and business is possible! I have no hesitation in recommending Kirsty for future speaking events. She was incredibly generous with her time, information and experience. Thank you for being part of our program!” **Louise D’Allura** - Home Economist and Accredited Expert Professional Organiser

When working with Kirsty or attending an event Kirsty speaks at, areas that you will gain support in are...

- Bouncing back to be more, do more, have more
- Identifying where you are and where you want to be
- Developing better relationships
- Being more engaged in your work and life
- Achieving work/life balance
- Being organised and make better choices with your time and energy
- Having more energy, better health – being focused and getting better results
- Knowing your strengths and values and being on purpose
- Being 'your type' of successful and more productive than you ever imagined
- Learning how to be resourceful in your perceptions and actions
- Communicating with greater persuasion
- Empowering and motivating those around you
- Effectiveness and enthusiasm during change
- Confidently engaging with those in positions of higher authority
- Creating mutually satisfying outcomes through collaborative 'problem solving'.
- Gaining the buy-in of colleagues, staff and managers
- Communicating skilfully to avoid misunderstanding and defuse strong emotions
- Developing personally and professionally
- Being supported and encouraged to achieve excellence

Our Corporate|Business|Organisation Training

- Stress Management
- Change Management
- Resilient Workplace Strategies
- Family Friendly Workplace Strategies
- Bullying in the Workplace
- Communication for Results
- Developing Positive Relationships and Support Networks

- Negotiation Strategies
- Productivity Enhancement
- Team Engagement Strategies
- Team Leadership Training and Coaching
- Leadership and Management Development

We are always happy to work with your workplace | organisation to create the event that meets your requirements in your situation.

Speaker service

Kirsty is an effective and passionate speaker who uses every means available to make her message practical, powerful, thought provoking and memorable for every attendee.



Keynote Presentation: 20 - 45 minutes

Half Day: 2.5 hours – 4 hours

Full Day: 5 hours – 7 hours

All fees are quoted upon request in Australian dollars GST inclusive.
Contact us for your fee schedule.

Speaker introduction

“Our speaker today, Kirsty O'Callaghan, has been professionally involved in the business of inspiring and guiding others to get unstuck and get the results they want for nearly two decades.

Kirsty's expertise is well-supported by her many achievements including author of *Separated by Work*, contributor of various published works, Ambassador for Women's Network Australia, expert panellist on *Toddlers To Teens TV Show*, recipient of the Moreton Bay Region – 2016 Small Business Woman of the Year award, and the Lions Clubs International – District Governor's Excellence in Service award. She speaks and trains in a variety of locations across Australia, has thousands of consulting hours and the owner of an ever-growing business, Unity Words.

Kirsty has an amazing passion for supporting others to achieve their meaningful goals, she really does walk her talk, has a never give up attitude, and an infectious enthusiasm for everything she does. I know she can't wait to share with you her knowledge, experience and expertise with you today, and a few laughs, and of course many 'aha' moments.”

EVENT REQUIREMENTS

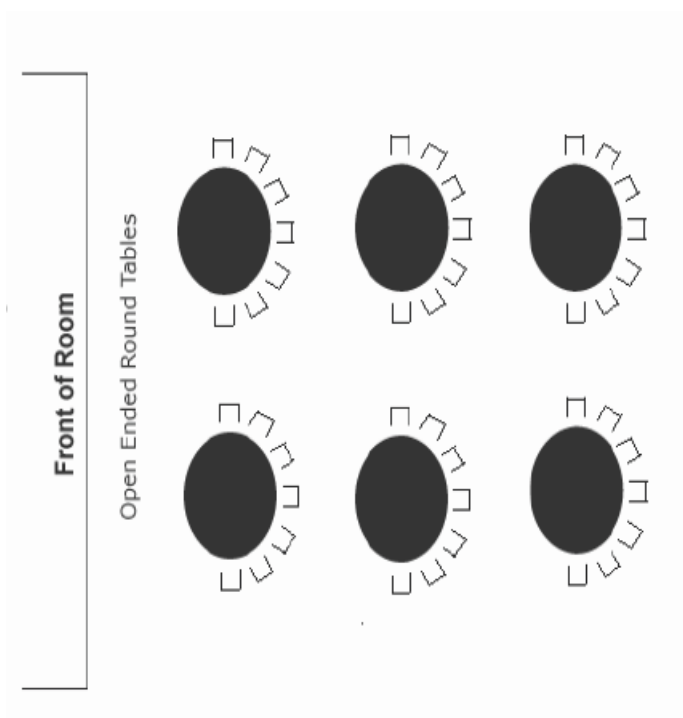
The following suggestions are given as a guideline to help you plan your event; they will vary depending on the size of your audience and venue. Ideally these requirements are what Kirsty believes are important to get the most from one of her sessions. If you are unable to fulfil these requirements please do not hesitate to contact us.

- Wireless lapel microphone or hand held microphone
- Laptop/Projector/Clicker
- Audio technician assistance
- Possibly 1 x white board
-

Room Set Up

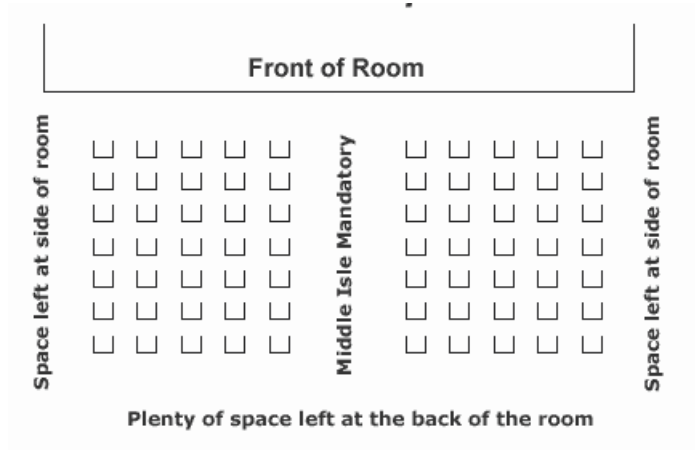
Preference One - Cabaret Style

If the venue is rectangular, the ideal room set up if permissible would be presenting to the depth of the room as opposed to the width of the room. Please see the diagram below.



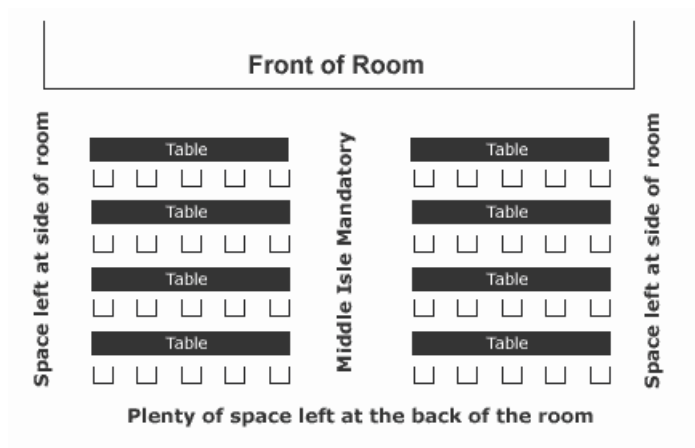
Preference Two: Theatre Style

As per the Cabaret style, the ideal room set up if permissible would be presenting to the depth of the room as opposed to the width of the room. Please see the diagram below. For larger audiences extra isles either running front to back or side to side allows more space for interaction during the presentation.



Preference Three: Classroom Style

As per previous styles, the ideal room set up if permissible would be presenting to the depth of the room as opposed to the width of the room. Please see the diagram below. For larger audiences extra isles either running front to back or side to side allows more space for interaction during the presentation.



Before the Presentation

The speaker commits to taking the time to plan, prepare & prioritise.

1. The speaker will take time to design a customised, professional presentation that will achieve the right outcome. There will be a specific plan in place to accomplish your key conference objectives.
2. Research the current state of your industry, business, market place challenges, competitors and the types of products and services you provide.
3. Design and produce a comprehensive master handout which can be copied to support the speaker's presentation.
4. The speaker will take the time to meet or conduct a key stakeholders tele-conference with the client, the conference organiser, AV specialists and key managers.
5. Be available at your conference to discuss the presentation outline with you prior to her speaking and be flexible to change the presentation or the timing to suit your schedule.
6. Send to you in advance, her travel itinerary, audio-visual requirements, personal introduction, photos and any additional marketing material you may need to promote her presentation.
7. The speaker will coordinate with the set-up crew in advance to ensure her logistics fit the overall agenda.

During the Presentation

The speaker commits to stimulate, involve, provoke & entertain.

8. Interact with the audience and involve them with stimulating discussion; inform the group about leading- edge ideas; provoke the group to think differently and ultimately entertain them.
9. Use your company logo, digital pictures and specific industry examples to further align her presentation messages to your delegates.
10. Use interactive learning techniques so the audience will remember the key points.
11. Deliver slides, audio and video clips to enhance the look, feel and impact of the presentation.
12. Allow for questions and comments from the audience during and after the presentation.
13. Not use any offensive or off-colour language, behaviour, jokes or stories.

14. Stick to her allocated time frame and adjust if necessary to ensure your agenda stays on track.

After the Presentation

The speaker commits to being available to answer questions to add further value.

15. Stay around after the presentation to answer questions and hear comments.

16. Discuss with you and your key people, strategies that ensure the impact of her messages continue after the presentation.

17. Pack up her equipment and materials so as not to interfere with any other presentations.

18. Seek feedback from you after the presentation and provide you with any comments the speaker received from the group about the conference, her presentation or suggestions for future events.

Terms and conditions

We value our partnership with you and agree to commit to your confirmed date and hold it in good faith. In turn we trust that our terms and conditions reflect the spirit of our working relationship with you.

The speaker is not confirmed for an engagement until a signed agreement and a 50% deposit has been received.

A final invoice is sent after the event and due within 7 days of receipt.

Any dates put on hold in the speaker's calendar will be released after 14 days if the client has made no contact.

Cancellation fees do apply to bookings, specifically:

- If cancelled and notice is given twenty or more working days prior to the engagement date, no fee is payable and the deposit will be refunded to the client. Alternatively the program may be transferred to another mutually agreed date.
- If cancelled and notice is given in less than 19 working days prior to the engagement date, a 50% confirmation deposit will be retained.
- In the event that the client has to cancel the engagement date/s, then any training resources such as products, workshop materials, venue

hire payments and other expenses arranged and purchased on behalf of the client, will be invoiced for full payment to the client.

- In the event that the speaker has to cancel the agreed engagement, all monies paid will be refunded to the client. Alternatively, the client may choose to have the speaker arrange an alternative facilitator/trainer/speaker in lieu of the refund, or to transfer the engagement date/s to another mutually agreed time.

Payment Method:

The preferred payment method is Electronic Funds Transfer (EFT) directly into the nominated bank account or Pay Pal option as indicated on invoice. Once booked, you will be sent an invoice with the relevant banking details and amounts to be paid.

Expenses relating to the booking

Manuals:

Manuals prepared by the speaker will be charged at an agreed price per manual.

Materials/Training Instruments:

Any materials or training instruments will be charged at an agreed rate per person if applicable.

Accommodation:

Accommodation charges required for overnight stay to conduct engagement will be payable by the client. The speaker will discuss accommodation venue options with the client prior to making any confirmed accommodation bookings.

Airfare:

The speaker will forward all relevant charges to the client. The speaker will discuss airfare options with the client prior to making any confirmed flight bookings.

Ground transfers:

Where the client does not arrange for transfers, the speaker will charge all expenses to the client for travel to and from the airport and conference venue/s.

Other:

The client agrees to arrange and provide all Audio Visual requirements

The speaker may ask to invite up to 3 guests to watch the sessions only - these guests will be approved by the client and come from non-competitive businesses.

Promotional material supplied by the speaker relating to products only will be given to the audience only with prior permission from the client.

Once again we hope that these terms and conditions are taken in conjunction with the spirit of our partnership with you enabling us to concentrate solely on exceeding your expectations and providing you with world-class service.

To read full terms and conditions, privacy policy and refund policy go to - <http://unitywords.com.au/terms-and-conditions/>

If you have any concerns with the above please do not hesitate to contact us.

Contact Details

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