



Terms of cooperation & technical requirements

The following terms are to guarantee the Clients and the participants the highest possible quality of service as well as enable them to participate fully in the lectures of Sebastian Kotow. These principles and descriptions are of a general nature, yet they concern most of the standard situations. In each case details are discussed individually and adapted to the circumstances. These terms constitute an integral part of the cooperation agreement.

General information:

- Due to a large number of enquires about availability, in order to receive a final booking confirmation, it is necessary to sign a purchase order for the lecture.
- The duration of lectures depends on the Client, the nature of the event and the number of the participants.
- Lectures can last a minimum of 45 minutes. They cannot exceed 100 minutes (excluding break).
- In the case of long events and congresses, 25 minute lectures using the TEDX format are possible.
- Sebastian Kotow does not give lectures during meals, receptions or in other type of setting which makes it difficult to show a presentation or establish an uninterrupted connection with the audience.
- All content included in the materials and displayed during the “know-how” presentation are subject to copyright.
- Sebastian Kotow does not grant permission to film or document the lecture unless specifically stated.
- Sebastian Kotow does not provide the participants with the presentation displayed during the lecture, unless the contract states that the materials will be made available for educational purposes.

Technical requirements:

- Each presentation can only be displayed from the personal computer of Sebastian Kotow.
- A screen and multimedia projector (with a VGA or HDMI input, slides 16:9).
- A sound system with the possibility to connect the laptop - jack lub hdmi (for groups over 20 people).
- Auditorium setting, a platform for the speaker (for groups for over 75 people).
- There needs to be good lighting of the audience and of the area where the speaker is standing.
- A stand/table for the laptop on the left, at a distance of 1,5 m from the central spot in which the lecture will take place.
- A pitcher of non-carbonated water at room temperature on the table.
- Good WIFI connection.