

# Schedule An Event

## **Scheduling**

It is recommended that you schedule Kim at least 3 months in advance. For conferences that involve more than one day, 6 months advance notice is recommended. Events occurring sooner than that may be scheduled, depending on availability.

## **Speaking Fee**

Speaking fees will vary on the length of the presentation and the event venue. One half of the fee is required with a signed contract. The balance is due on the day of the event. Travel accommodations, including airfare, hotel, meals, and taxi (when needed) must also be provided by the event sponsor.

## **Travel Accomodations**

Kim utilizes a 4-wheeled scooter wheelchair for mobility. She can walk short distances, and can travel in most cars and vans without the scooter. Hotel accommodations must include an ADA approved room (with roll-in shower.) If the speaking event is at a location separate from the hotel, accessible transportation to the speaking site must be provided. Please contact Kim directly before making travel and hotel arrangements.

