

Things you Need to Know

DR. TINA OPIE

TRANSPORTATION

- If by train:
 - Departure from Route 128, MA to the event location between 8 to 10 am.
 - Arrival before the day of the event; departure on the day of the event.
 - Return trip arrival at Route 128 before 9 pm.
 - Business class or first-class seating is preferred.
- If by airplane:
 - Aisle seat in business class.
 - TSA precheck can be provided.

ACCOMMODATIONS

- If possible, please book a nearby hotel (walking-distance) to the event or the hotel where the event will be held.
- Early check-in and late check-out, if possible.
- A Hotel Suite or similar is preferred.

TECHNICAL REQUIREMENTS

- Specific AV requirements are outlined in Dr. Tina's AV sheet.
- The speaker kit is available for additional details: bio, possible emcee introduction, possible Q&A questions, slide deck, social media handles, and testimonials.

ADDITIONAL ITEMS

- Event itinerary and contact information for the on-site coordinator.
- Green room or private space for Dr. Tina before and after the presentation.
- Bottled water is available on stage.
- A fan for Dr. Tina before the presentation would be a thoughtful gesture.
- On-site technical support for any unforeseen issues during the presentation.



GROUND TRAVEL

- Ground travel to be arranged by the organization. Provide a comfortable and reliable mode of transportation, such as a private car or professional car service.
- If using a car service, provide the driver's contact information and coordinate with them regarding the pick-up and drop-off times.
- Consider traffic conditions and plan accordingly to avoid delays.
- Coordinate with Dr. Tina's team to ensure a seamless transition from transportation to the event venue.
- Note that while Team Opie can arrange ground travel, it will be subject to reimbursement. Ensure clear communication on reimbursement procedures and any associated documentation required.