



First Name _____

Last Name _____

Name of Company or Event _____

Phone _____

Email _____

Fax _____

Speaking Topic _____

Date of Event _____

Specify Time of Event (e.g. 5 p.m.) _____

Event Location Name _____

Address _____

City & State _____

Length of Presentation Needed? _____

Multiple Presentations Needed? _____

What are their Challenges? _____

What do they want to learn/take away from this session? _____

A/V equipment available? _____

Will you film the event? (If so, request a copy) _____

Internet access available? _____

Vendor table available for posters/products sales? _____

What is your budget for this presentation? _____

What are the guidelines for travel budget and arrangements? _____

Should I book the travel or will your company handle that? _____

Additional Information _____