

Conference Speaker Information Form

What is the theme of the conference? _____

What topic(s) do you want me to cover? _____

How many people are you expecting? _____

What are the demographics of your audience? _____

What kind of microphone will I be using? _____

Will you want me to do any breakout sessions? _____

If so, what are they? _____

Will you want Frank to be a speaker? _____

If so, what topics is he to cover? _____

Will you want me/Frank to sit on a panel discussion? _____

Will I have a table to sell my books and other products? _____

Will you be buying any of my books ahead of time? _____

If so, which ones and how many? _____

Will I need to stay after the conference is over? _____

Will someone meet me at the airport? _____

Will you be making any media arrangements prior to or after the conference in which I will be involved? _____

(I am willing to do radio interviews for publicity provided I have one week's prior notice.)

What transportation arrangements will be made to get me to the hotel and conference center?

Where will I be staying?

(address) _____

(phone) _____

(contact person) _____

Do we have permission to video/audio tape my keynote address? _____

Please arrange for me to have access to the presentation site ahead of time so I can check out the sound, stage, etc.

Discounts are available on bulk orders of books.