



## Guest Speaker Data

*(To be completed by Chapter before mailing to speaker.)*

Chapter Name & Number \_\_\_\_\_ Meeting Date \_\_\_\_\_

Preferred Subject \_\_\_\_\_

Please return to \_\_\_\_\_

**Biographical Sketch:** Attached \_\_\_\_\_ Will Send \_\_\_\_\_

**Presentation Highlights:** Attached \_\_\_\_\_ Will Send \_\_\_\_\_

### Audio Visual Requirements:

Podium	_____
Microphone	_____
Slide projector w/tray	_____
Overhead projector w/markers	_____
Proxima projector	_____
Projector table	_____
VCR	_____
Screen	_____
Extension cord(s)	_____
Pointer	_____
Flip chart w/markers	_____
Other	_____

### Travel Assistance: Yes    No

Need assistance with overnight accommodations	_____	_____
Please meet at airport	_____	_____
Need transportation to meeting	_____	_____
Need directions to meeting	_____	_____

### Program Listing:

(Name, Company, Title as I wish them to appear in publicity and on the program)

\_\_\_\_\_

**Title of talk:** \_\_\_\_\_

### Contact me at:

Company \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_