

Request for Speaker from Timpano Group

Sponsoring Organization

Organization Name: _____
Contact Person Name: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip: _____
E-mail: _____

Event Information

Date Requested: _____ Alternate Date: _____
Time Requested: _____ Alternate Time: _____
Co-sponsor(s): _____
Other Invited Guests/Media: _____

Speaking Information

Format Keynote Interactive Panel
 Other (please describe): _____
Topic(s) Requested: _____
Time Allowed for Presentation: _____ for Questions & Answers: _____

Group Information

Type/Nature of Group: _____
Anticipated Audience Size: _____
How would you describe the meeting setting? Formal Informal

Meeting Information

Location/Facility Name: _____
Street Address: _____
City/State/Zip: _____

Microphone available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Podium available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projector & Screen available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you make travel/hotel accommodations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Comments: _____

