



To best serve your needs, it would be helpful to have the following information:

1. YOUR INFORMATION

Name:	Job Title:	
Work email:	Work phone:	Work Fax:

2. INSTITUTION INFORMATION

Department:	Institution:		
Address:	City:	State:	Post Code:

3. EVENT NEEDS

What type of Event:
Event Date & Time:
Arriving:
Departing:
How much time (minutes) for presentation:
Purpose of event:
Audience:
Purpose of Event:
Theme of Event:
What should presenter accomplish?
How many presenters? And who are they?

4. SPEAKER ACCOMODATIONS

Check should be presented to speaker on the day of speaking engagement. If you wish to make other arrangements, please speak with agent. Client is responsible for flight reimbursements even if engagement is cancelled.

TRAVEL
<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Business <input type="checkbox"/> Coach <input type="checkbox"/> First-class Company: _____
HOTEL (non-smoking)
Name _____ Address/Telephone _____
CAR (Pick-up to & from event)
<input type="checkbox"/> Limousine <input type="checkbox"/> Town car <input type="checkbox"/> Personal pick-up <input type="checkbox"/> Rental
Company Name or Personal Name Pickup & phone _____
MEALS <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
HONORARIUM FEES _____ Workshop _____ Keynote (PLEASE SPEAK WITH AGENT.)

Customer Signature via email: (write name) _____ Date: _____