

## PART 7: Speaker Info

<b>Speaker Name:</b>	<b>Meal: YES NO (restrictions?)</b>
<b>Email:</b>	<b>Travel Reimbursement Amount:</b>
<b>Phone:</b>	<b>Honoraria Amount:</b>
<b>Address:</b>	<b>AV Needs:</b>
<b>Topic:</b>	<input type="checkbox"/> Laptop
<b>Requested Length of Presentation:</b>	<input type="checkbox"/> LCD Projector
<b>Presentation Title:</b>	<input type="checkbox"/> Microphone
<b>Speaker Bio:</b>	<input type="checkbox"/> Speakers
<b>Presentation Summary (3—5 sentences):</b>	<input type="checkbox"/> Screen
	<b>Arrival Time:</b>
	<b>Is your speaker staying for the whole event or does he/she need to leave early?</b>
	<div style="border: 2px solid red; padding: 10px;"><p style="text-align: center;"><b>Why this speaker?</b></p><p>You asked this person to speak for a reason, but do they know why? Make sure your speaker:</p><ul style="list-style-type: none"><li>• Knows the goals for your event.</li><li>• Has a clear understanding of what Spirit &amp; Place is.</li><li>• Understands the importance of connecting their remarks to the festival theme.</li></ul></div>