



Guest Speaking/Workshop Application

Thank you for your invitation to speak to your organization. We offer a variety of workshop and session topics, ranging from technical "how-to" subjects, to keynote addresses.

In order to better provide your organization with availability and commitment, please provide the following. This does not constitute a contract or obligation, but rather at this point, is a formal inquiry that we ask of your organization in order to make a preliminary evaluation of our mutual interest of having us present at your event.

Upon completion of this form, please fax to (888) 332-2419. We will respond within 2 business days.

1. Name of Event: _____
2. Dates of whole event: _____
3. Date(s) and times you would like for us to present (including length): _____
4. Number of expected **attendees** at the whole event: _____ people
5. Number of expected **fairs** at the whole event: _____ fairs
6. Number of expected **attendees** at our presentation (if more than one presentation, how many at each presentation): _____ people
7. Number of expected **fairs** at our presentation (if more than one presentation, how many at each presentation): _____ fairs
8. Are there any activities (sessions, workshops, trade shows, round-tables, keynotes, trade shows, etc.) that would conflict during any of our presentation(s): If yes – please explain:
9. If a trade show is present, will your organization providing us a booth for our display? Yes No
10. May we display our 10ft wide banner/wall ad in the hotel or meeting area (excluding a trade show)? Yes No
11. Will your organization be providing travel reimbursement or comp?

Air (from College Station, TX to your location)	Yes	No
Hotel (1 room, 1 night per day of presentation plus 1 additional night)	Yes	No
Car Rental (Car, Shuttle, or Ground Transportation to/from hotel, airport, and assembly)	Yes	No
Meals	Yes	No
12. Please indicate the topic(s) that you would like us to present. See the attached page for ideas:

Name of person filling out form _____ Date: _____

Contact Phone Number _____ Email: _____

AV Requirements:

- LCD Projector
- Internet Connection
- AC Power supply within 6 feet of above connections
- Wireless Microphone (if more than 40 people, clip/on preferred)
- 15 minutes of setup time (assuming AV equipment "is ready to go")