

PLANNING MEETINGS:

II. Information from Speaker(s):

A. Name(s) by which they wish to be introduced:

\_\_\_\_\_

B. Postal address: \_\_\_\_\_

C. Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_

D. Email: \_\_\_\_\_

E. Current position: \_\_\_\_\_

\_\_\_\_\_

F. Educational background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Professional and Volunteer background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. Equipment needed: \_\_\_\_\_

\_\_\_\_\_

I. Room arrangement requested: \_\_\_\_\_

\_\_\_\_\_

J. Speaker's **fee** OR charitable **donation**:

**Amount:** \_\_\_\_\_ **Check made out to:** \_\_\_\_\_

K. OR time available for **lunch/dinner**:

\_\_\_\_\_