



Speaker's Presentation Checklist

Speaker's Information:

- Name
- Address
- Company
- Title
- Phone
- Fax
- Email
- Website

Speaker's Experience

- Experience Level: Beginner, Intermediate, Advance
- Number of Engagements
- Current Keynote Fees
- Speaker Type
- Main profession – Speaker?
- Events to be considered: Conference, webinars, tele-summits, educational forums, etc
- Additional Presenter needed?
- Availability for conference calls, if selected?
- Primary Contact
- Speaker Table Request

OPTIMUM Presentation Submission

- Presentation Title:
- Topic Category
- Abstract (100 words or less)
- Educational level for attendees
- Presentation Objectives

Speaker's Bio (300 words or less)

- Speaker's link (other than website, speaker's reel)
- LinkedIn link
- Last speaking engagement #1
- Last speaking engagement #2

Primary Contact person (if different than speaker)

- Name
- Address
- Company
- Title
- Phone
- Fax
- Email
- Website

Speaker's References

#1 Name, phone, email

#2 Name, phone, email

#3 Name, phone, email

Additional Presenter's Information

- Name
- Address
- Company
- Title
- Phone
- Fax
- Email
- Website