



Nancy R. Poland  
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## Speaker Request Sheet

Complete what you know and email to Nancy

Name of group:

Event:

Location:

Date:

Time:

How long will I speak?

Call I sell books? Yes No Not sure

If yes, if large venue, can someone help sell books?

Yes No Not sure

Do they have a table? Yes No Not sure

Virtual or in person? Virtual In Person

How many attendees do you expect?

What is your budget range?

Name of contact:

Phone number:

Email:

Potential Topic(s) or Other Information?



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For confirmed presentations:

**If In Person:**

Contact person at venue:

Address:

Room location:

Parking Information:

What type of internet connection is available? (HDM1, Wireless, etc.)?

How is the sound controlled?

Will the presenter need to download any software? Yes No

If yes, what?

**If Virtual:**

Presentation Program (E.G. Zoom, Web-ex, Microsoft Teams, etc.):

Link for connection:

Anything else I should know?