

Speaking Presentation – Logistics Questionnaire

To prepare his program content, Bill Cates will want to have one or more conversations with the stakeholders of this meeting. The purpose of this document is primarily for logistical purposes.

Please complete this interactive questionnaire, and then email or fax it to Jennifer Kreitzer, Program Manager Jennifer.Kreitzer@ReferralCoach.com Fax: 301-497-2228 Phone: 301-497-2200

Your Name: _____ Phone: _____

Title: _____ Fax: _____

Company: _____ Web site: _____

Bill Cates Speaking Date: _____

Exact Speaking Times: _____

Event Location: _____

Event Address: _____

Venue Telephone: _____

Venue Fax: _____

Best Airport to use for venue/hotel? _____

Does your meeting have a theme? _____ No _____ Yes

Who is on the program just before Bill and what is their presentation topic?

Who is on the program right after Bill and what is their presentation topic?

Which company executives or industry experts will be speaking at this meeting?

Hotel: _____

Hotel Address: _____

Who will reserve the hotel room?* _____ You? _____ Us?

If you are going to reserve the room, please let us know the confirmation number in space provide below.

*Please reserve a non-smoking room with two full or queen for arrival the day before the presentation and departure on the day of presentation; unless flight times require Bill to stay a second night.

Check-In Date _____ Check-Out Date _____

Hotel Confirmation #: _____

Will you make ground transportation arrangements for Bill to get from the airport to the hotel? Yes _____ No _____ Details if Yes:

If the venue is in a different location from the hotel, will transportation be provided? Yes _____ No _____ Details if Yes:

After the event, how should Bill get back to the airport? Will transportation be provided? Yes _____ No _____ Details if Yes:

Who is your organization's **on-site contact** at the event for Bill (for emergency notification, set up or rehearsal, etc.)?

On-Site Contact: _____
Phone Number: _____
Cell Number: _____
Email: _____

Director of Event: _____
Phone Number: _____
Cell Number: _____
Email: _____

Event Logistics Coordinator: _____
Phone Number: _____
Cell Number: _____
Email: _____

How many people do you expect to be in the audience?
If Bill is presenting more than one program please list the number of attendees for each session.

Is there an agenda for the meeting? If so, please provide as soon as it becomes available; preferably, with this questionnaire.

What is the name of the meeting room Bill will be speaking in?

When are the best times for Bill to access the room before and after the event in order to set up and take down his computer?

What is the seating arrangement?
(For ½ to full-day programs, Bill prefers Classroom Style seating.)

Please confirm the audio-visual needs listed can be supplied:

- Datashow Projector
- Wireless Lavalier Microphone (if more than 40 people)
- Small table at the front of the room for materials and Bill's laptop.
NOTE – Please do not wire the lectern for Bill's laptop, rather, wire the small table so Bill can use his laptop as a monitor. He will not use the lectern.
- Power Strip and Extension Cord

Whenever possible, Bill prefers to use his own laptop. However, he can bring his PPT Deck on a flash drive if preferred and as a backup.

Bill's attire during his presentation: _____ Business _____ Business Casual

Attire of the audience: _____

Attire of company/organization executives: _____

Will Breakfast or Lunch be provided during the meeting? _____ Yes _____ No

If yes – what times? Breakfast _____ Lunch _____

Who will be introducing Bill?

Introducer: _____

Phone Number: _____

Cell Number: _____

Email: _____

We will email a copy of the Introduction prior to event.

Please make sure we receive all event promotional literature and agendas as they evolve. Thank you!