

Speaker/Presenter Information Sheet



Thank you for accepting our invitation to speak at our upcoming convention on _____. Please provide the requested information to help us prepare for your presentation.

Name: _____

Lions club (if a Lion): _____ District: _____

Address: _____

Phone: _____ Email: _____

Title of your presentation/workshop: _____

This is a: ☐ Plenary session ☐ Workshop/breakout session

Room Set up

Seating style preferred: ☐ theater ☐ round tables ☐ board-room table ☐ classroom style

Podium: ☐ standing ☐ tabletop _____ number of chairs for front table

Microphone request: ☐ podium microphone _____ number of lapel microphones

_____ number of handheld microphones

Audio Visual

Will you be using your own laptop for the presentation ☐ yes ☐ no

Do you need a screen/projector ☐ yes ☐ no

Do you need a flip-chart/whiteboard and easel ☐ yes ☐ no

Other needs: _____

Promotions

Do you give consent for the district to include in its promotion of your presentation a link to your personal/business website? ☐ yes ☐ no

Website: _____

Signature: _____ Date: _____

Please email this form along with a brief bio and photo for use to our program chairperson via email at _____.

For District use only: Session Date/Time: _____ Room location: _____
Number of anticipated participants: _____