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## SPEAKING ENGAGEMENT REQUEST FORM

Question	Response
1. A list of three specific <b>dates/times</b> proposed for the presentation; or Confirmation of the date and time of the presentation if already determined/finalized.	
2. The length of time of the presentation	
3. Name and brief information about the organization hosting the presentation;	
4. Address and telephone number of the host organization;	
5. Name/Tel#/Email of contact person at the host organization;	
6. Purpose of the presentation;	

7. Specific topic of the presentation for our speaker;	
8. Is this engagement in person or remote?	
9. Location/address of the presentation;	
10. A description of the type and number of audience attending (ie seniors, language, etc.);	
11. The amount of honorarium being offered;	
12. Confirmation that you will cover all out of pocket expenses including accommodations, travel, parking, mileage	
13. Name/Address of person/organization to direct our invoice;	
14. Are there any PowerPoint, projection, electronic and/or computer equipment available or required by us?	
15. Any special instructions (including travel, parking, hotel, etc):	
16. Will this be a private or public session?	
17. Do we have your authorization to post the session on our website with a link to your posting or website?	