



# SPEAKER INFORMATION FORM

Recruiting & Employee Retention Conference

September 27, 2017 • Altoona, Iowa  
The Meadows Events & Conference Center

For additional information, please contact Nan Boland at 515-331-9020 or [Nan@HireQualitySolutions.com](mailto:Nan@HireQualitySolutions.com).

## SPEAKER INFORMATION

Speaker information must be listed as it should appear in printed materials.

Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

May we include the speaker's contact information on the IEC website?  Yes  No

Please check the box if you will have more than one speaker in the session. Please enter their information on the second page.

## A/V EQUIPMENT

Please indicate which audiovisual equipment you will need to give your presentation. **All rooms include a laptop & projector.**

Internet  Lavalier Microphone # \_\_\_\_\_  
 Flip Chart w/ Markers  Wireless Microphone Handheld # \_\_\_\_\_

Let us know if you have other A/V needs not listed above. \_\_\_\_\_

## INTENDED AUDIENCE

Private Sector  Public Sector  Both

## PROGRAM MATERIALS

Please check the box if you have already submitted your photo and bio in the past and you would like us to use it.

**\*This information is REQUIRED to be submitted with your Speaker Information Form. Deadline: June 30,2017**

**\*Bio Photo(s)** *Submit with Speaker Information Form*

Please submit the best quality portrait available. Preferred image requirements are: 300 dpi, minimum size 1" x 1.5", JPEG format. Please note: Photos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

**\*Bio Description(s)** *Submit with Speaker Information Form*

Please submit your bio in Microsoft Word format, between 100-200 words.

## PRESENTATION TITLE/DESCRIPTION

**Please have title/description/3-4 learning objectives submitted by June 30, 2017. All presentations are subject to approval.**

\*Presentation Title: \_\_\_\_\_

\*Presentation Description **(REQUIRED: Up to 100 words and 3-4 bullet points listing take away learning objectives.)**

## PRESENTATION POWERPOINT / HANDOUTS

Please submit your presentation as a .ppt or .pptx file to ensure it is loaded and running properly on the computer in your assigned room. Please name your file with the presenter's last name and first initial (e.g., Doe J.) and your session name. Please bring a copy of your presentation to the conference on a USB flash drive as a backup.

**Deadline for PowerPoint Presentations are August 18, 2017.**

- Find attached       Materials will be submitted by deadline.  
Email materials to [conference@hirequalitysolutions.com](mailto:conference@hirequalitysolutions.com)       Materials will not be provided

## SHARE PRESENTATION MATERIALS

May we share your presentation with conference attendees on our website that is password protected?

- Yes       No

## ADDITIONAL SPEAKER INFORMATION

For additional speakers, please enter their information below. Speaker information must be listed as it should appear in printed materials. **Please submit a bio and photo for any additional speaker listed below.**

### SPEAKER 2

Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### SPEAKER 3

Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### SPEAKER 4

Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Office Use Only

Received \_\_\_\_\_ Entered \_\_\_\_\_ Photo \_\_\_\_\_ Summary \_\_\_\_\_ Materials \_\_\_\_\_