



SPEAKER INFORMATION FORM

Training & Development Conference

October 10, 2018 • Altoona, Iowa
The Meadows Events & Conference Center

For additional information, please contact Nan Boland at 515-331-9020 or 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.** We will do our best to complete your request; however, Prairie Meadows does not guarantee our requests.

Internet Wireless Microphone Handheld # _____
 Lavalier Microphone # _____

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: July 30, 2018**

***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 July 30, 2018. 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 September 1, 2018.

- Find attached Materials will be submitted by 9/1/2018
Email materials to nan@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 _____ **Office Use Only**
BIO

Title _____ Photo

Company/Organization _____

Phone Number _____

Email Address _____

SPEAKER 3

Name _____ **Office Use Only**
BIO

Title _____ Photo

Company/Organization _____

Phone Number _____

Email Address _____

SPEAKER 4

Name _____ **Office Use Only**
BIO

Title _____ Photo

Company/Organization _____

Phone Number _____

Email Address _____

Office Use Only

Received _____ Bio _____ Photo _____ Summary _____ Materials _____