Montana FCCLA District Meeting Speaker Form

Speakers’ Form

Thank you for agreeing to speak at the District xxx Meeting. Please complete all the information requested below and e-mail to your name (email) no later than **date.**

**Contact Information:**

|  |  |
| --- | --- |
| Presenter’s Name: |  |
| Organization: |  |
| Title: |  |
| Telephone: |  |
| E-mail: |  |
| Website: |  |
|  | |

**Presentation Information:**

|  |  |
| --- | --- |
| Date & Time: |  |
| Title/Topic: |  |
| Address: |  |
| Room: |  |

**100-200 Word Session Description:** *To be used in the program.*

**Handouts:**

Please provide materials for **50 participants**.My materials and handouts will include:

|  |
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If you are using a PowerPoint presentation, we ask that you send our office an electronic version before the conference to test it on our computer.

**A/V Requirements:**

Will you be providing your own laptop? \_\_\_\_ Yes \_\_\_\_ No

All presentation rooms are equipped with a drop-down screen. Please check off the equipment you will need:

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ | **A/V Equipment** | ✓ | **A/V Equipment** |
|  | LCD projector |  | ELMO overhead projector |
|  | Laptop with USB port |  | DVD player |
|  | Internet connection |  | VHS player |
|  | Flip chart |  | Other: |

**Travel Arrangements:**

I will be traveling by: \_\_\_\_ car \_\_\_\_ train \_\_\_\_ airplane

I will arrive: \_\_\_\_ day of presentation \_\_\_\_ day/evening before presentation

My travel itinerary is:

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|  |

I will need information on hotel accommodations: \_\_\_\_ Yes \_\_\_\_ No

**Other:**

Please indicate here what other needs you have or need additional information.

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| --- |
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|  |

Please feel free to contact Officer name, office call (cell) or email.