



## Women In Motion Speakers Bureau Request Form

Date of request	
Name of organization	
Indicate type of speaker requested	
If a specific speaker is requested, please indicate name or title of person	
Location of meeting (Hotel/Resort and City/State)	
Dates of meeting	
Date and time of presentation	
Type of presentation (ex: Panel, Podium or Keynote, etc.)	
Other	
Duration of presentation (excluding Q&A)	
Will there be Q&A? If so, for how long?	
Name of session	
What are your issues of interest? What might a "home run" consist of topic/message-wise?	
Please provide a contact number or email address of your organization's contact person for this request	
Please provide submission date of bio and/or photo if required	
Will there be other ATA Staff members attending or speaking at this meeting?	
Approximately how many attendees do you traditionally have at your meeting?	
<b>Travel Arrangements</b>	
Indicate which expenses your organization will cover? (ex: transportation, hotel and/or meals)	
If a meeting registration is required, please provide a link to your website or registration form	
Which airport is the closest/best airport for arrival/departure?	
What is the dress code for the meeting?	
Will there be themed or special attire events?	
<b>Audio/Visual:</b>	
Would it be possible to have the room set for a PowerPoint presentation?	
Would it be possible to have audio availability?	
We provide the presentation via Dropbox, will someone have access?	
Will you have staff available to assist with PowerPoint or AV if needed?	
Any additional information we should know about?	