

SPEAKER PRESENTATION REQUEST FORM

ACHIEVING PROCUREMENT EXCELLENCE IN 2010

NPI - Las Vegas
Annual Conference & Exposition
Bally's Las Vegas
Las Vegas, Nevada
October 24 - 27, 2010

BALLY'S LAS VEGAS
3645 Las Vegas Blvd., South
Las Vegas, NV 89109
(800) 358-8777
bally'slasvegas.com

PLEASE COMPLETE ATTACHED FORMS.
(Print or Type)

CONTACT INFORMATION	
Contact Person/Title:	
Organization Name:	
Mailing Address:	
City/State/Zip Code:	
Phone/Fax Number:	
E-Mail:	

Presentation Technique

Tell us your preferred method or technique of presenting:

- PowerPoint
- Lecture
- Video Presentation and Discussion
- Case Studies
- Panel Discussion
- Role-Play/Simulation

_____ Explain Other: _____

Presentation Background

Tell us about your speaking engagements and experiences:

- _____ Average number of presentations per year
- _____ Average size of audience
- _____ Audience focus

Audio/Visual Equipment

Tell us what type of audio/visual equipment you will require for your presentation:

- _____ DVD/VCR w/Monitor or Projector
- _____ Laptop (Required software: _____)
- _____ LCD Projector and Screen
- _____ Easels and Markers (How many? _____)
- _____ Podium
- _____ Wireless Microphone
- _____ Handheld Pointer

Conference Agenda/Materials

Tell us how you would like your name to appear on the conference agenda and other materials

Name: _____

Title: _____

Proposed Presentation Topic/Title

Explain Reason for Selecting Topic/Title, how it relates to Public Purchasing and the economy today (Tell us how your presentation will benefit our audience.) Use additional paragraph for each topic, as needed.

Approximate Length of Presentation: _____

Would you be willing to present more than one topic? _____ **If so, list topics below:**

In addition to *Speaker Presentation Request*, please include the following information:

1. Short Biography
2. Photograph
3. Samples of Previous Speeches or Presentations (i.e. DVD's, CD's or PowerPoint presentations)

Proposed Speaker Fees: _____

Please note: Any proposed fees shall be an important part of the evaluation of speakers. Please forward completed *Speakers Presentation Request Form* and additional information at your earliest convenience to address provided below:

**Carol Fletcher, A.P.P.
2010 Conference Program Chair
9894 Oriole Crest Ct.
Las Vegas, NV 89117
or by email address: lvfletch@aol.com**

Thank you for your consideration!

OFFICE USE ONLY	
<input type="checkbox"/> Speaker Confirmed	<input type="checkbox"/> Confirmation Sent
<input type="checkbox"/> Bio Received	<input type="checkbox"/> Samples of Previous Speeches or Presentation
<input type="checkbox"/> Photograph Received	<input type="checkbox"/> Sample of proposed speech(es)