



# SPEAKER BOOKING FORM

**Email Completed Form to: [info@fci-la.org](mailto:info@fci-la.org)**

Name of Sponsoring Organization:					
Contact Name:					
Email:					
Cell #:				Office #:	
Date of Event (D/M/Y):		Start and end time of Event:		Event Title:	
Specify Parking Location:					
Event Address: If the event is in a hotel, list room name.					
Length of Requested Presentation:			Place on the Agenda: (i.e. 11am, beginning, middle or end)		
Theme of event or topic of discussion:			Who is the audience?		
Expected Number of Attendees:			Is the request for a keynote speaker, guest speaker, or a panelist?		
Interest/Focus for Presentation:					
Please check if the following audio-visual equipment is available:					
	Yes	No		Yes	No
Microphone			Internet/Wi-Fi		
Projector			Flip Chart		
Screen			Computer		
TV/DVD Player			Podium		
Are other speakers/officials attending the event? If so, please list their names					
Is there an honorarium/fee available for the presentation?					
			Yes		No
Will a table available for FCI handouts & brochures?					
			Yes		No
Additional Information:					