



## SPEAKING ENGAGEMENT REQUEST FORM

### TELL US ABOUT YOUR EVENT

Event title/type:	
Venue address:	
Date and time of event:	
Length of presentation time:	
Estimated numbers attending:	
Please provide a link to your event's website (alternatively please attach a draft agenda/programme)	
Is your event sponsored? Please provide details.	
What is your budget/honorarium for this presentation?	
What are the guidelines for travel budget and arrangements? Should we book the travel or will your company handle that?	

### PLEASE PROVIDE YOUR CONTACT INFORMATION

Organization name:	
Your name:	
Your contact details:	Telephone:
	Email Address:
Onsite event contact name and cell phone number?	

**WHO WILL BE ATTENDING YOUR EVENT?**

Describe the audience: What do they do? What are their challenges? What do they want to learn/take away from this session?	
Press & media?	

**PLEASE PROVIDE DETAILS OF YOUR REQUEST FOR A SPEAKER**

Do you have a particular speaker in mind?	
What topic would you like the speaker to cover?	
What format will the speaking engagement take?	Keynote speech                      Presentation Panel discussion                      Host a workshop
Other (please provide details)	
What audio-visual equipment will be available?	Podium      Microphone      Teleprompter      Screen Computer      Projector      TV                      DVD Player

Thank you for giving as much notice as possible, 2 - 3 months advance notice is ideal.

**Once completed, please email to: [info@neurofitnow.com](mailto:info@neurofitnow.com)**