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Event Title & Description: __________________________________________________________

______________________________________________________________________________

Date or Possible Dates: ______________________ Time of Event: ___________________________

Location of Event: ________________________________________________________________

Closest Major Airport: _____________________________________________________________

Sponsor(s): _____________________________________________________________________

Topic: __________________________________________________________________________

Please select one of the following:

Keynote: ______ Panelist: ________ Moderator: ______

Discussant: ____ Other: ______________

Length of Presentation: ___________________________________________________________

Other Presenters and Participants: _________________________________________________

______________________________________________________________________________

Audience expected (e.g. business, community leaders, or families): ____________________

______________________________________________________________________________

Number of Attendees Expected: ________ Honoraria Range: _______________

Needed response by: __________________

Contact: (Please include name, title and contact information): __________________________

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