

SPEAKER INFORMATION FORM

Name of speaker(s): _____

Address of speaker(s): _____

Phone number: _____

Email: _____

Title of Talk: _____

A brief description of the material covered in the talk – suitable for publication in a local paper
(continue on back if necessary)

Brief bio (for use in the introduction – continue on back if necessary)

Visual aids requested (e.g. projector, computer): _____

Other items needed (as a table, etc.): _____

We publicize talks in Old Guard meetings, in local newspapers, so please fill out the above request for information on your talk. With the speaker's permission, we like to include a photo of the speaker(s) in the article. If you are willing, please provide me with a photo that can be used in an article in the local paper. If you have one in digital form, don't hesitate to send the photo to me by email. Otherwise send it to me by surface mail.

Program Chair's Name: _____

Address: _____

Phone (prefer cell): _____

Email: _____