

*Founded 1998*

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**Speaker**

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Aide**

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

**Travel Details**

Airline & Flight # Arrival \_\_\_\_\_

Airline & Flight # Departure \_\_\_\_\_

Hotel Reservations \_\_\_\_\_

Presentation Details \_\_\_\_\_

Speech Title \_\_\_\_\_

Date & Time \_\_\_\_\_

A/V Needed \_\_\_\_\_

Bio & Photo Requested \_\_\_\_\_

Bio & Photo Received \_\_\_\_\_