



2018 SPEAKER REGISTRATION FORM

Employment, Training, Benefits & Wellness

May 24, 2018 • Columbia, Missouri
Holiday Inn Executive Center

For additional information, please contact Nan Boland at 515-331-9020 or Nan@MissouriEmploymentConference.com

SPEAKER INFORMATION

Speaker information must be listed as it should appear in printed materials.

Name _____ Title _____

Company/Organization _____

Phone Number _____ Email Address _____

May we include your contact information in the program? Yes No

Please check the box if you will have more than one speaker in the session. Please enter their information on the second page.

A/V EQUIPMENT

Please indicate which audiovisual equipment you will need to give your presentation. **All rooms include a computer.**

- | | | |
|--|---|---------|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Lavalier Microphone | # _____ |
| <input type="checkbox"/> Flip Chart w/ Markers | <input type="checkbox"/> Wireless Microphone Handheld | # _____ |

Let us know if you have other A/V needs not listed above. _____

INTENDED AUDIENCE

- Private Sector Public Sector Both

PROGRAM MATERIALS

Please check the box if you have already submitted your photo and bio in the past and you would like us to use it.

***This information is REQUIRED to be submitted with your Speaker Information Form. Deadline is December 20, 2017.**

*Bio Photo(s) *Submit with Speaker Information Form*

Please submit the best quality portrait available. Preferred image requirements are: 300 dpi, minimum size 1" x 1.5", JPEG format. Please note: Photos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

*Bio Description(s) *Submit with Speaker Information Form*

Please submit your bio in Microsoft Word format, between 100-200 words.

PRESENTATION TITLE/DESCRIPTION

Please have title/description submitted by December 20, 2017. All presentations are subject to approval.

*Presentation Title: _____

*Presentation Description (Up to 100 words and 3-4 bullet points of what attendees will learn.)

PRESENTATION POWERPOINT / HANDOUTS

If possible, please attach your presentation to ensure it is loaded and running properly on the computer in your assigned room. Please name your file with the presenter's last name and first initial (e.g., Doe J.) and your session name. Please bring a copy of your presentation to the conference on a USB flash drive as a backup.

Deadline for PowerPoint Presentations are April 1, 2018.

- Find attached Materials will be submitted by deadline.
Email materials to conference@MissouriEmploymentConference.com Materials will not be provided

SHARE PRESENTATION MATERIALS

We will share your presentation with the conference attendees on our password protected section of the MEC website.

ADDITIONAL SPEAKER INFORMATION

For additional speakers, please enter their information below. Speaker information must be listed as it should appear in printed materials. Please submit a bio and photo for any additional speaker listed below.

SPEAKER 2

Name _____

Title _____

Company/Organization _____

Phone Number _____

Email Address _____

SPEAKER 3

Name _____

Title _____

Company/Organization _____

Phone Number _____

Email Address _____

SPEAKER 4

Name _____

Title _____

Company/Organization _____

Phone Number _____

Email Address _____

Office Use Only

Received _____ Entered _____ Photo _____ Summary _____ Materials _____