

cf.Objective() 2010 CONFERENCE

April 22 - 24, 2010

Minneapolis Hyatt Regency

Minneapolis, MN

SPEAKER REQUEST FORM

(Please fill in any missing information.)

Speaker:

Track:

Session Topic Area:

Organization:

Address:

City/State/Zip:

Telephone:

Session Title:

E-mail:

CRITICAL DATES!

November 30 - Speaker bio, picture, official session title and abstract (one or two paragraphs)

January 1 - Session outline

January 22 - Initial draft presentation

February 19 - Updated draft presentation

March 19 - Final presentation, code and demo files for burning to CD/DVD/USB for attendees and/or publishing on the site for attendees

PowerPoint Presentation: Your “draft” PowerPoint presentation is due no later than **January 22, 2010**. Please email it to jim@bestmeetings.com. We will review your presentation and respond as quickly as possible. The “final” presentation is due no later than **March 19, 2010**. The reason for this deadline is to allow adequate time for the inclusion of your materials in the conference package.

Audio Visual Information: An LCD Projector will be provided. Please indicate additional AV requirements below. (If using a MAC please let us know if you need us to supply a VGA adapter.)

Consent to include presentation on the conference CD/DVD/USB Drive and permission to post on cf.Objective()'s website (One signed form is required for each speaker's presentation.) If you have questions regarding this consent, contact Jim Louis at the number below.

- As a speaker, I consent to the inclusion of my presentation on the conference CD/USB Drive.
- I give permission for my presentation to be posted on the cf.Objective() website.
- I give permission for my presentation to be Video and Audio recorded.

Print name

Signature (Can digitally sign and send back as PDF)

Program Description: *By November 30th*, we need a short paragraph (approximately 200 words) describing your presentation for the promotion materials.

Registration: Registration is open. Please go to the cf. Objective() website at www.cfobjective.com to register for the conference. cf.Objective() **provides one speaker registration free per program for the conference.** Co-presenters need to register for the conference if they are planning to attend sessions other than the one being presented.

****PLEASE INCLUDE A SHORT BIOGRAPHICAL STATEMENT & PICTURE WHEN YOU SEND IN THIS FORM****

PLEASE RETURN BY *November 30, 2009*, TO:
BEST MEETINGS INC.
2626 E. 82nd St., Suite 270
Bloomington, MN 55425
Phone: 952.858.8875 or 800.958.8875
Fax: 952.858.8950/EMAIL: jim@bestmeetings.com