



Speaker Checklist

Please complete and return the following
at least 4 weeks before your speaking engagement.

DIRECTIONS: In an effort to streamline our process of confirming your needs,
please complete the following form, print and fax or mail back to:

Western Energy Institute
827 NE Oregon Street | Portland, OR 97232
Phone: 503 231-1994
Fax: 503 231-2595

IMPORTANT: If you are speaking at more than one meeting or more than one session during the same
meeting, **please fill out a separate Speaker Checklist for each speaking engagement.**

Your Contact Information

Name:

Title:

Company:

Address:

City: State/Province:

Zip: Website:

Phone: Fax:

Email: Asst. Email:

Asst. Name: Asst. Phone:

Your Travel Details

Arrival Date: Departure Date:

Special Arrangements:

Your Session Details

Meeting:

Session Title:

Session Start Time: Session End Time:

Session Date: Length of Your
Presentation:

Your Session Description:

Please give a 4 or 5 line session description.

Your Biography:

This need only be a few short sentences or paragraphs explaining: 1) Your current position; 2) Your work history; and 3) Any degrees or certifications you have completed.

Your Photo: Please email your photo in **.jpeg format** to the program manager or event coordinator when you return this checklist.

Your Audio/Visual Equipment Needs - Always bring emergency backup!

<input type="checkbox"/> I will not require any A/V equipment.	Please fill out the following.	<input type="checkbox"/> I will email or mail a disk with my presentation for WEI to test & load on a laptop in advance.
<input type="checkbox"/> LCD/Data Projector		OR
<input type="checkbox"/> Overhead projector		<input type="checkbox"/> I will bring my own laptop - WEI's LCD requires a minimum of 800x600 pixels for compatibility.
<input type="checkbox"/> Other (VCR, Flip Chart, etc.)		<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

Your Handouts - Please select one.

No handouts.

I will email or mail a clean copy of my presentation to WEI at least 4 weeks before the meeting. (WEI will make copies of your presentation for distribution.)

I will bring copies of my handouts for distribution to attendees. (WEI will contact you with the necessary amount.)

Your Attendance

I will attend:

The day of my session only.

OR

The entire conference. (**Please be sure to register online at www.westernenergy.org**)

RETURN TO: Western Energy Institute 827 NE Oregon Street , Portland OR 97232
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www.westernenergy.org