

Speaker Information Form
for
Dr. James Canton

Please return this form as soon as possible to ensure a presentation that runs smoothly and meets your goals.

Company or Organization:

Name of Event:

Date of Event:

Time of Event:

LODGING (We, as the client, are making reservations for you)

Hotel Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

Check-in Date: _____ **Check-out Date:** _____

Confirmation #: _____

LOCATION OF EVENT

Hotel Name: _____ **Room Name:** _____

Name and Location of Event Site: _____ **Travel Time to Location:** _____

Location Phone: _____

Location Fax: _____

Contact: _____

Additional Information: _____

AUDIENCE / PRESENTATION GOALS

1. Please indicate company contact for presenter interaction:

Name	Title	Address	Phone
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2. Please indicate any specific VIPs or key executives in attendance.

Name	Title	Address	Phone
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Name	Title	Address	Phone
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Name	Title	Address	Phone
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3. Please provide a brief description/profile of the organization/ client:

4. Please provide the major objective of this meeting:

5. What would you like this presentation to accomplish for your audience?

6. If there is a theme for this meeting, what is it?

7. Audience demographics:

a. Size of audience: _____ b. Men: _____ c. Women _____

d. Ages: _____ e. Spouses? _____ f. General description of attendees

8. Who spoke at your meeting last year?

9. Given Dr. James Canton's area of expertise, what thoughts would you like to convey:

10. Why did you choose Dr. James Canton for your meeting?

11. Please list any key issues, trends or challenges that are pertinent to your company's industry today and for the future? _____

12. Who else is speaking at this event? _____

13. Attire: _____

14. Is there an interest in linking publicity to this event and Dr. Canton's presentation? _____

15. Name and telephone of the publicity coordinator _____

16. Would you like to purchase bulk copies of Dr. Canton's books, *The Extreme Future: The Top Trends That Will Shape the World for the Next 5, 10, and 20 Years* or *Technofutures: How Leading-Edge Technology Will Transform Business in the 21st Century*? If yes, how many? _____.

Contact person _____ - phone number _____

17. Please contact us at 415-563-0720 or info@futureguru.com for more information.

(Please see attached sheet for A/V needs.)