

Presentation Information Form

Company: _____

Contact Person: _____

Office Phone: _____ Mobile: _____

Email: _____ Web Address: _____

Event

Date of Event: _____

Start time for presentation: _____ Finish time: _____

Name and mobile contact of company representative on day of event: _____

Name of Venue and address: _____

Event type: Conference Workshop Dinner Other

Seating arrangement: Classroom Theatre Café

Please note that Café style is preferred for Denis' Ethics presentation and there must be room for Denis to move between the tables if necessary.

Name of venue contact: _____

Phone number: _____ Access time for set up: _____

Audience

Please describe the main reason for the event and any themes that are being promoted:

Anticipated numbers: _____

Age range: _____

Seniority:	Team Members	Middle Management
	Senior Management	Executive Level

Audio Visual

Denis will use his own computer for his presentation. Please ensure that a data projector and screen are provided and that the projector has been tested prior to the session commencing.

For large groups or a large venue, Denis will require a lapel microphone.

Please ensure that an audio-visual technician is available during the set up to assist if required.

Please list other audio visual aids that will be in the presentation room:

Electronic Whiteboard: _____ Number of screens: _____

Ordinary Whiteboard: _____ Dimensions: _____

Easels and flip charts: _____

Upon completion, please email this form to: denis@DenisBourke.com.

or...

You may fax the form to +61 2 8324 6373.