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Call For Speakers

Speaker Information

Name _____

Title _____

Organization/Company _____

Address _____

City/State/Zip _____

Phone number _____ Fax _____

E-mail address _____ Web site _____

References

If you have presented at other events in the past, please provide the name of the event, date and title of those events

Name	Title	Date
1.	_____	_____
2.	_____	_____
3.	_____	_____

The session time allotted is 45 minutes, generally with 40 minutes presentation time and 5 minutes question and answer. Speakers must provide an electronic format of your presentation at least 2 weeks prior. Any changes to content or speaker availability must be cleared through at least two weeks prior to the conference.

**Avail Corporation reserves the right to refuse an application to speak at this conference.*

I _____ agree to the terms in this Call for Speakers.
(print full name)

Signature

Date

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Seminar Content

Speaker Name _____

Title of Session _____

Topic of Session _____

One Paragraph Outline of Session

Listed Objectives of Session

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Bibliography (100-150 words)

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