

SPEAKER INFORMATION FORM

Submission of this form with your session proposal is required. If there are multiple speakers in a session, this form must be included for each speaker. **Please include a professional headshot attached to your submission.**

Name:

Title:

Company Name:

Address:

Office Phone: **Cell Phone:**

Email: **Website:**

SESSION INFORMATION FORM

Session title:

Session description:

(250-word limit) that tells us about the content of your session and shows the value to our attendees.

Experience Level Best Suited for Your Session:

SMPS Domain(s) of practice that your session covers:

Learning Outcomes/

Takeaways: *List 3-5 actionable takeaways you expect attendees to gain from your session.*

SESSION INFORMATION FORM

Session Format: *(lecture, panel, workshop or other)*

Handouts: *describe any handouts you will have for attendees.*

Speaker biography:
(250-word limit) for each speaker, along with a list of past programs you have presented. No previous experience, no problem!

Tell us why should we include your session in our 2019-2020 seminar:

(250-word limit) This is your opportunity to show your personality. Be creative; make us smile!

References: *Provide two references (include name, company name, phone number, and e-mail address) per speaker who can be contacted regarding your speaking credentials and effectiveness.*

Name:

Phone Number:

Company:

Email Address:

Name:

Phone Number:

Company:

Email Address: