



Conference 2018 Speaker Form

QUESTIONS

RESPONSES

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Section 1 of 6



Conference 2018 Speaker Form

This form is submitted by moderators for each of their speakers. Please call your speaker and have them on the phone while you submit this information in the form. Thank you! Please keep in mind that CGFOA typically does not pay speakers. We now provide a \$100 discount to all speakers who plan to attend the conference. We will also have available a Speaker Only registration type for those who plan to attend for their presentation or the day of their presentation only. If you plan to request an honorarium, expense reimbursement or a hotel room provided by the Conference, please discuss this in advance with your moderator so that permission is granted before this form is submitted. The information submitted helps the administrator plan for speaker arrival, hotel needs, etc.

Session Name *

The session name should match the session name submitted by the moderator and all other speakers for this session.

Short answer text

Session Date *

Month, day, year



Session Start Time *

Time



After section 1 **Continue to next section** ▼

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Speaker Information

Speaker First Name *

Short answer text

Speaker Last Name *

Short answer text

Speaker Title *

Short answer text

Speaker Organization *

Short answer text

Speaker Street Address *

Short answer text

Speaker City, State, and Zip Code *

Short answer text

Speaker Phone Number *

Short answer text

Speaker Email Address *

Short answer text

Speaker Biography *

Please submit a brief narrative style biography. The biography should be limited to 250 words; a concise narrative that includes the essentials of your qualifications to speak on the topic.

Long answer text

After section 2 **Continue to next section** 

Section 3 of 6



Audio Visual and Engineering Needs

Description (optional)

Does your presentation require an audio connection? *

Yes

No

Audio-Visual Needs: Please indicate any additional AV needs you will have. *

All rooms are set with a podium, microphone, screen and LCD projector. Include needs for additional microphones, easels, pads, etc., or state 'none' if no additional equipment is needed.

Short answer text

Other needs we should be aware of, i.e. mac or tablet adaptors, HDMI requirements, etc. *

List any other needs we should be aware of or indicate 'none' if nothing else is needed.

Short answer text



Speaker Arrangements

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Will the speaker attend the entire conference or just the session or day of their session? *

Full Conference

Session Only of Day of Session Only

Does the speaker need a hotel room *

1. Yes

2. No

After section 4 Continue to next section

Section 5 of 6



Hotel Reservations

Description (optional)

Who is to make the hotel reservation *

1. Conference Administrator (prior approval is required)

2. Self-made

3. N/A

Speaker Arrival Date *

Month, day, year



Speaker Departure Date *

Month, day, year



After section 5 Continue to next section

Section 6 of 6



Speaker Expenses

Description (optional)

Has the speaker been pre-approved to bill the conference for travel expenses *

1. Yes

2. No

If yes, please indicate estimated travel expenses.

Short answer text

Has the speaker been pre-approved to receive a fee for their speaking services? *

1. Yes

2. No

If, yes, please indicate the fee.

Short answer text
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Will the speaker submit a presentation and/or handouts for posting to the conference app? *

Conference handouts, presentations, etc. are no longer printed/distributed to attendees. All handouts, take-aways, and presentations MUST be submitted by November 1 for posting on the Conference app. Attendees will be able to download their own copy or access the presentation and handouts via the website.

1. Yes

2. No

