# SEAALL Annual Meeting Speaker Information and Acceptance Form

Speaker Name:

Position:

Organization:

Address:

Phone: Fax: Email:

Title of program:

Equipment needed:

Brief biographical sketch:

Speakers warrant that their presentation and handouts are their original creations and that

1) they have not been published elsewhere, or

2) if previously published, necessary permissions have been secured.

**Room Set-up:** The default set-up will be a table in front for the speakers to sit. Audience in chairs/rows facing the speaker table.

If you require a different room set-up, please explain:

Computer projector is needed. (Computer will not be provided.)

Live internet connections will not be provided.

Other type of AV equipment is needed, please indicate here.

Please return form to xx by xx date.