

ASCY Request for Presenters

Contact Information		
Name:		
Title:		
Organization:		
Address:		
City:		
Phone:		
Fax:		
E-mail:		
Information about the event:		
Date of Event:		
Please specify the time of the whole event taking place and the specific time frame (start and end time) that you want the speaker to talk.		
Location (address) of the event, any room number, and directions to the location from 526 Upper Paradise Road Hamilton Ontario L9C 5E3.		
The Audience: Tell us a little more about your event and target audience.		
<p>Do you have a specific theme or goal for the event?</p> <p>How many people do you expect to have in attendance?</p>		
Topic: Are you requesting a specific topic?		
Presenter: Are you requesting a specific person?		
A/V Equipment: Our presenters typically deliver PowerPoint and many presentations are multi-media requiring sound. Does your organization have the following audio visual equipment: Laptop () LCD projector () screen () laptop speakers () microphone – required when audience size is > 50 ().		
When will you need confirmation of the speaker?		
Fees and Expenses:		
ASCY has a mandate to deliver professional development in the City of Hamilton and therefore must cover expenses for presentations out-of-area. We will provide a quote based on the information you have provided to us.		
**Regarding presentations by Dr. Jean Clinton:		
Dr. Jean Clinton is an affiliate of ASCY and is not an employee and therefore fees may vary.		