

# TRAINING CONFERENCE PRESENTER INFORMATION FORM

## Presenters Information:

Presenter(s) Name:

1) \_\_\_\_\_ (Main Presenter) 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

*(Please attach bio for all presenters 300 words or less)*

Organization main presenter works for (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

## Presentation Information:

Name of Presentation: \_\_\_\_\_

Presentation Description *(to be included in the program-100 words or less)*:

Handouts (Unless prior arrangements are made, each speaker is responsible for making approximately 80 copies and 5 large print copies).

## AV Equipment Needs:

Flipchart/markers       Overhead       TV/VCR       Computer  
 Projector       None       Other \_\_\_\_\_

## Conference Attendance:

I will only be there for my presentation  
 Presenters will be attending the conference (list names)  
\_\_\_\_\_  
\_\_\_\_\_

Reasonable Accommodation needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAINING CONFERENCE  
PRESENTER INFORMATION FORM**

fax 406-721-8744, email [marthar@orimt.org](mailto:marthar@orimt.org)

**Please use a separate form for each presentation.**