

Pre-Meeting Questionnaire

1. Please Print

2. Complete as much information as you can

3. Fax form to 604-944-7186

Meeting Planner / Executive Name: _____

Association / Company: _____

Address: _____

City: _____

State/Province: _____

Zip / Postal Code: _____

Country: _____

Phone: () _____

Cell: (in case of emergency) _____

Fax: _____

Email: _____

Website: _____

Other contact in case meeting planner is not available:

Name: _____

Title: _____

Phone: _____

Email: _____

2. Who is the conference and my program for?

(e.g. Licensee/distributor? Staff?)

3. Is there a theme?

4. What type of meeting is it? Annual/awards

5. What major results would you hope to gain from;

A) The conference

B) My presentation?

6. What would make my presentation stand out?

7. Will there be someone introducing me?

Name: _____

Title: _____

Contact Info: _____

Email: _____

8. What is the dress for your event?

Formal

Business

Casual

Themed

9. What other speakers will be presenting?

10. What provinces/states or countries will attendees be coming from?

11. How is the anticipated attendance:

a) the conference _____

b) my presentation _____

c) % of males _____ % of females _____

12. Average age range: _____ to _____

13. % of staff, management or directors?

% Management _____ % of Directors _____ % Staff _____

14. Who should I primarily direct my presentation to?

15. Any names of the most senior level people who will be attending?

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

16. Will there be meals / alcohol served? Open bar?

17. Exact time/date of my presentation?

18. Any major events, changes or significant accomplishments for your client?

19. Can you tell me 3 important things about the group I should be aware of?

20. Any jargon?

21. Who are three major competitors?

22. What subject matter experts may I speak with prior to my presentation?

Name: _____ Title: _____

Contact Info. _____ email: _____

23. Will I be able to get a copy of promotional materials for this event?

Please fax back your responses to: 604-944-7186.

Thank you for your assistance and time in making this the best presentation possible.