

Speaker Arrangements and Care

Sample presenter's agreement:

PRESENTER'S AGREEMENT
Professional Convention Management Association
1999 PCMA Annual Meeting

Presenter: _____
Session Type: _____
Day / Time: _____
Program Title: _____

The following information is provided to help you plan your presentation. Please complete this form and submit it to PCMA by November 15, 1998. If you have any questions, please contact PCMA Meeting Services.

- A. **Audiovisuals** - The following audiovisual equipment will be available on request only. Please consult with any co-presenters and check only the necessary items.
- Overhead Projector with Screen 35mm Slide Projector w/ Screen
 - Table Microphone Lectern Microphone
 - Lavalier with Cord
 - Other (please specify) _____

Will you be using a Laptop Computer for your presentation?

Yes No

- B. **Room Setup** - Rooms will be set according to the topic's interaction potential, taking into account the number of persons registered for the session. Generally, Workshops will be set cabaret style in rounds of nine or less while Concurrent Sessions and General Sessions will be set theater style. If you wish to receive consideration for a different type of setup, please contact PCMA by the date specified below.

- C. **Handout Material** - PCMA will generate the necessary copies of your handout material to be made available to attendees. You must have your original camera-ready materials to PCMA **no later than November 15, 1998**. Faxed materials are not acceptable. Submitted materials should be no longer than 10 pages total, typed, single-spaced, with a 1" margin on the left and right-hand side. Please be considerate of your audience and provide, whenever possible, copies of your overheads and/or slides. **Each session must provide a handout submission.** Copies of materials requested on-site will be at speakers' time and expense.

Materials Enclosed

Materials to arrive at PCMA by _____

D. **Additional Comments to PCMA**

Form Submitted by: _____

Date: _____

Telephone Number: _____

PLEASE RETURN THIS FORM BY MARCH 22, 1996 TO:
PCMA MEETING SERVICES, 100 Vestavia Parkway, Suite 220, Birmingham, AL 35216
Telephone (205) 823-7262 Fax (205) 822-3891

Thank you for allowing PCMA to share your expertise with our guests!

Source: *Professional Meeting Management, third edition*, published by the Professional Convention Management Association