

# Speaker information

Name

Date

Please complete and return.

| Problem                    | Answer | Problem                                  | Answer |
|----------------------------|--------|------------------------------------------|--------|
| 1. Name and job title      |        | 5. Slides deadline agreed                |        |
| 2. Session title           |        | 6. AV needs (mic, clicker, video, audio) |        |
| 3. Short bio (50–80 words) |        | 7. Accessibility requirements            |        |
| 4. Photo supplied?         |        | 8. Travel and accommodation              |        |

# Answer key — Speaker information

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