

4C INTERNATIONAL LTD

Speaking Engagement Planning Survey

Our goal is to provide you with a presentation tailored to the specific needs of your group. Please answer those questions you feel relevant so that we can increase the value of the event for your group.

Organisation: _____

Programme Title: _____ Date of Programme: _____

Target Audience: _____ Expected Size of Audience: _____

Event Start and Finish Time: _____

What is the purpose of the event? Is there a theme?

What are your specific objectives for my session? What 3 points about my topic would you like them to find most memorable?

Are there any sensitive issues affecting your group, organisation or industry that may surface during the session and how would you like them handled? Please indicate any areas that should be avoided outright.

How is the event being publicised? (please provide where possible any marketing literature)

Is attendance voluntary or mandatory? (if public event, please indicate entrance fee)

Please indicate any market specific jargon you wish to be included in the presentation _____

Where am I in the running order and who will introduce me? (please indicate events preceding and following my session) _____

Who are the other speakers at the event and what is the nature of their topic?

Will attendees be co-workers, competitors or a mixture of authority levels? Will they be acquainted with each other? _____

What are the top challenges faced by people in this group? _____

What are the names/ titles of the top people attending this event? _____

Are there any significant events/ trends that have occurred recently in your industry? _____

To be at my best for a presentation I prefer to retire early to my hotel room and prepare. However, if there is a scheduled function at which you think my attendance would be beneficial then please let me know the time, place and appropriate dress _____

Logistical Information:

Location of the Event: _____

Phone number of venue: _____

Emergency contact for your company: _____

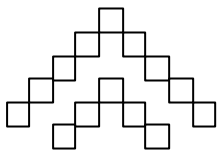
Other:

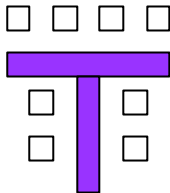
Many of our speakers are accomplished authors and may wish to bring with them examples of their work for sale at the event. Please indicate if this is not acceptable to you: _____

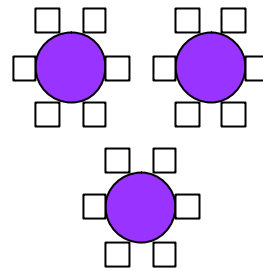
Programme Logistics

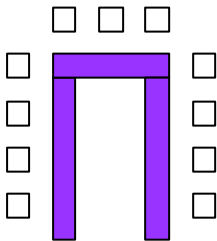
Room Layout:

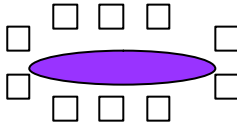
Seating Tables

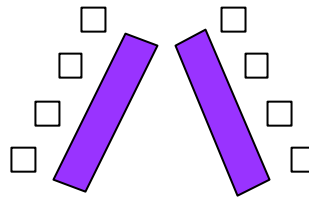


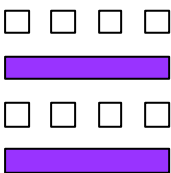


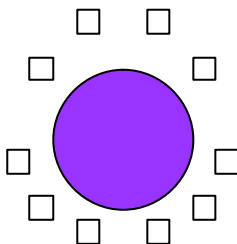












Seating For ____ Delegates

Equipment Required by our Speaker: (indicated as not able to provide)

- Tie clip microphone** _____
- Computer and** _____
- Multimedia Projector** _____
- Remote Control** _____
- Are there professional sound engineers?** _____

Please FAX back to: +44 1702 585 278 or email to admin@4Cinternational.com