

NSA-Virginia Program Speaker Agreement Form

I, (first last name), have agreed to speak at the NSA-Virginia program on (month day year). I understand that to make my transportation arrangements and that NSA-VA arranges for local accommodations and transportation from and to the airport. I will be reimbursed the cost of transportation (coach airfare). Reservations will be made for me at the (hotel name) in (city), VA. _____ (speaker initials).

NSA Virginia Program:

- Date
- Location

Program description:

Please provide a brief description of your program, include your credential, NSA Leadership Position, Awards, publications etc. To help us promote this program please include the reason members and guests should attend, the learning objectives they can expect, and any other information you deem relevant and compelling. Please also provide a bio for the Web site and any photo you prefer.

Contact Information

Speaker Contact Information

Business Phone:

Cell Phone:

Email:

Website:

Primary Contact if other than speaker

Name:

Business Phone:

Cell Phone:

Email:

Introduction and Handouts:

Please email your introduction to (NSA Va contact) no less than 60 days prior to your program.

Please email your handouts to (NSA Va contact) no less than 30 days prior to your program. NSA Va provides enough copies for everyone at your program. If you desire shipping or bringing your handouts, we can give an estimated attendance count.

Video:

Please send us links to any video clip(s) for use on our website and program marketing. We want a short video as a promo.

Product Sales:

NSA-Virginia allows (and supports) the sale of products, as long as speakers do not sell from the platform. If you typically donate a percentage of your product sales to chapters, we are thrilled to receive that.

Audio Visual Needs

- | | |
|---|--|
| <input type="checkbox"/> handheld | <input type="checkbox"/> Internet Access |
| <input type="checkbox"/> DVD Player and Monitor | <input type="checkbox"/> Display Table |
| <input type="checkbox"/> Flipchart & Markers | <input type="checkbox"/> Other |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Lavalier |
| <input type="checkbox"/> handheld | |

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Program Agenda:

7:30 a.m. – 8:00 a.m.	Setup
8:15 a.m. – 8:45 a.m.	Breakfast and networking
8:45 a.m. – 9:00 a.m.	Chapter announcements Speaker Introduction
9:00 a.m. – 12:00 p.m.	Program (includes 15 minute break)

Pre-Program Dinner

Whenever possible, we like an informal dinner the evening prior to the program. If you are available to join us for an early dinner we will make all of the arrangements. Indicate your availability:

- I am available for the pre-program dinner Thursday evening
- I am **not** available for the pre-program dinner

Travel Arrangements:

Please make your own travel arrangements, to arrive in time for the pre-program dinner Thursday evening if applicable or for the Friday morning program.

For reimbursement for travel expenses please email or mail an invoice and copy of receipts to the (chapter President Elect name). Contact information is provided below:

(contact name, phone number, email address, mailing address)

Checklist of what we need from you:

- Complete contact information
- Program description
- Bio and photo
- Introduction
- Handouts
- Preference for Thursday evening meal _____
- Flight information (If air travel exceeds \$600, please contact us as this requires board approval.)
- A/V needs
- Hotel room accessibility needs or accommodations
- Any other needs you may have - nothing is too big or small _____

Speaker Name

President Elect

Date: _____

Date: _____