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EVENT DESCRIPTION AND SITE LOGISTICS FORM

for CONTRACT #:

In order to plan appropriately please complete a separate form for each session in which Dr. Betances will be making a presentation unless sessions are identical. (Please feel free to make as many copies as necessary).

Type of Presentation:		t Session/Workshop	I raining Other (Indicate):	
Theme of Presentation	n:			
Time Frame:		Number of Participants:		
Description of Partici	pants:			
Location of Presentat	tion:			
			presentations. A room with tables sions, workshops and trainings.	- s that
Indicate which room lay reverse side of this she		or this session and draw	a diagram of the room layout on	the
Theatre Style	U-Shape	Classroom Style	Round Tables	

We are best equipped to handle our client's needs when the following are made available for all presentations:

- Portable Lavalier/Lapel Microphone
- Computer or Laptop w/ at least Microsoft Office 2000 PowerPoint
- LCD Projector w/screen(s) connected to the computer/laptop
- · Cold, bottled water
- For breakout sessions/workshops/trainings, at least one easel w/ a full pad of chart paper and markers for all participants should be available. Participants should also have paper and pen/pencil to take notes.

NOTE:

- Regardless of audience or theatre/room size, seating should allow for maximum interaction between audience and speaker.
- When introducing Dr. Betances, please read only relevant excerpts from Dr. Betances' Bio and avoid blanket reading.