

SPEAKERS BUREAU

AUSTRIA

This questionnaire is designed to assist us in preparing a customized program for your organization. Please answer all applicable questions as thoroughly as possible and return to us per email at info@speakersbureau.at with the items requested on number 18.

1. Speaker and/or Program: _____

2. Date of presentation: _____

3. Composition of audience: _____

4. Number expected to attend _____

5. Length of presentation _____

6. What is the theme of the meeting? _____

7. What are the specific objectives/results desired from our program?

8. What is the mission/philosophy statement of your organization?

9. What are some of the current problems/challenges/breakthroughs experienced by your industry?

10. Are there any sensitive issues or terms to avoid?

11. Meeting Time: Begin _____ End _____

12. Meeting Location:

Site _____

Address _____

Distance from Airport to Hotel _____ Distance from Hotel to Site _____

Recommended Mode of Transportation from Airport to Hotel _____

Recommended Mode of Transportation from Hotel to Meeting Site _____

13. What takes place immediately before/after our program (meal, break, etc., if another speaker, please indicate topic)?

Before _____

After _____

(Please note: Our speakers like to arrive an hour early to each program to view the room and set up as well as personally introduce themselves to attendees as they arrive.)

14. If problems/emergencies arise on the way to the program, whom should we contact?

Name _____

Business Telephone # _____ Home Telephone # _____

15. Name and telephone number of general manager, employees, and/or associates we can contact to get additional information:

Name _____ Telephone # _____

Name _____ Telephone # _____

Name _____ Telephone # _____

16. Previous SBA speakers and/or programs used:

Name _____

Program _____

Name _____

Program _____

17. Name and telephone number of people you would like to refer to SBA:

Name _____ Telephone # _____

Name _____ Telephone # _____

Name _____ Telephone # _____

18. Please send us the following information (if available):

- Meeting agenda / information
- Company newsletter / paper/flyer
- Special promotions / campaigns