

COSPONSORED SPEAKER INFORMATION FORM

*Please send this information along with a confirmation letter including other pertinent details **immediately** to the Cosponsored Speaker.
(See "Speaker Hosting Etiquette," Sections A-F, for information to include in your letter.)*

Cosponsored Speaker: _____

Name of affiliate/TYCA Regional: _____
(please write out entire name)

Location of meeting: _____
address: _____

phone: _____

How will speaker get to site of meeting from the airport? _____

What housing accommodations have you made for the speaker? _____

What arrangements have you made for the speaker's meals on-site? _____

Date(s) of meeting: _____

Date, time, and duration of speaker's presentation: _____

Date(s) speaker is requested/expected to be on-site at conference: _____

Cosponsored Speaker will (i.e. give a speech, present a workshop): _____

Expected attendance of meeting: _____ /elem _____ /sec _____ /college

Theme or focus of meeting: _____

What you would like the Cosponsored Speaker to talk about? _____

What you would like to invite the Cosponsored Speaker to do (i.e. meet with the affiliate/TYCA Regional board, attend a breakfast, lunch, or dinner, take a small tour of the area, visit a school, speak to the media)? _____

Name of affiliate/TYCA Regional representative

Signature of affiliate/TYCA Regional representative

address: _____

phone: (H) _____ (O) _____

e-mail: _____