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|  | **Industry Templates, LLC**  43802 Sunset Terrace Ashburn, VA 20147  (443) 317-3279  info@industry-templates.com |

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| **Speaking Questionnaire** | Date: |  |

**Contact Information**

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| --- | --- | --- | --- |
| Contact Name: |  | | |
| Company Name: |  | | |
| Address: |  | | |
| City: |  | State: |  |
| Zip: |  | Phone: |  |
| Email: |  | Fax: |  |

**Topic Interest**

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| --- | --- | --- |
| 🞎 | Top JIRA Administration Mistakes | |
| 🞎 | Meet the Author: JIRA Strategy Admin Workbook | |
| 🞎 | Other Custom Topic: |  |

What specific areas would you like addressed?

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What is the desired length of the presentation?

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How many people will be in the audience?

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What are the audience demographics? (Industry, Experience, Knowledge of Topic, etc.)

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| **Presentation Type**  🞎 Remote 🞎 On Site | **Event Type** 🞎 Private Meeting 🞎 Public Event or Conference |

*For On Site Presentations and Public Events or Conferences Only:*

**Event Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Name: |  | | |
| Event Date(s): |  | | |
| Event Web Site: |  | | |
| Location: |  | | |
| City: |  | State: |  |

What is the size (in square feet) of the presentation room?

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Where is the room located in the building and what facilities are immediately adjacent to it?

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How is the room configured? (Chairs in rows? Tables?)

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What presentation technology is available?

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Will a technology maintenance person be on hand?

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What would you like the audience to gain from this presentation?

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How did you hear about Industry Templates?

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Is there any other information you would like to provide?

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Do you have any questions?

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|  |

**Thank you for the information!**

Please return this form to: [info@industry-templates.com](mailto:info@industry-templates.com).