



## SPEAKER BIO-DATA FORM

### SPEAKER INFORMATION:

NAME (full):

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TITLE:

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CO. NAME/AFFILIATION:

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ADDRESS:

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CITY:

STATE:

ZIP:

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TEL:

E-Mail:

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CELL PHONE (or other contact number incase of emergency):

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### SPEAKER'S BACKGROUND:

EDUCATION:

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PROFESSIONAL AFFILIATIONS / ORGANIZATIONS:

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### PRESENTATION:

TITLE OF PRESENTATION (to be printed):

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BRIEF DESCRIPTION (A sentence or two suitable for printing in the final program):

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### AUDIO/VISUAL EQUIPMENT REQUIREMENTS:

I need a computer & LCD projector for a standard PowerPoint presentation.

I need the following additional equipment (please list):

**PROCEEDINGS:** Your presentation will be posted to the NEWEA website as proceedings for attendees after the conclusion of the event. If you do not wish to have your presentation posted, please let your session moderator know on the day of the event.

NEWEA also encourages presenters to provide materials for distribution to attendees, whenever possible (i.e. an outline of your presentation or supporting materials, etc.).

**Please bring your presentation on a flash drive to the event. Session moderators will load presentations during breaks and lunch.**

If you have any questions, please contact Janice Moran, NEWEA at 781-939-0908 or [jmoran@newea.org](mailto:jmoran@newea.org).

Return completed forms to: NEWEA, 10 Tower Office Park, Suite 601, Woburn, MA 01801 or fax: 781-939-0907 or email: [jmoran@newea.org](mailto:jmoran@newea.org)