



SEND TO YOUR SPEAKERS ONCE YOU HAVE COMPLETED YOUR PRE-MEETING CONFERENCE

Location:

Date and time:

Schedule:

11:00-11:30 - Arrive and load any presentation materials (if they have any)

11:30-12:00 – Lunch

12:05-1:00 - Bulk of material must be presented (1 hour for continuing education)

1:00-1:20/1:30 - Questions from audience.

Cell:

Your cell phone number for day of issues (traffic, sickness, delay in arrival)