

Speaker Confirmation Form

Please return your completed form to: marketing.team@fortem-international.com

Please complete and return this pdf document, along with a **high res speaker picture** (JPEG/TIFF)

SPEAKER AND PRESENTATION DETAILS (FOR PRINT AND WEB USE)

Speaker Name:

Company Name:

Seminar Title:

(max 10 words)

Short Description
of Seminar:

*(max 70 words,
no bullet points
or lists)*

Speaker
Biography:

*(max 150 words,
no bullet points
or lists)*

One sentence to shout about your
speaking slot at the show to go out
via our social media channels:

CONTACT DETAILS (NOT TO PUBLISH)

Speaker Contact Number:

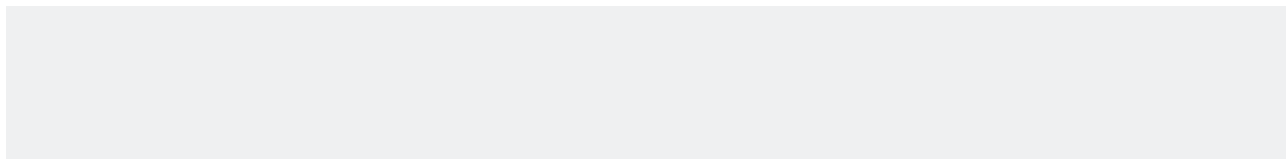
Speaker Contact Email:

Twitter User Name:

IMPORTANT INFORMATION

- 1** Presentations must be educational and **should not be a sales pitch**. All subjects will be reviewed by the Fortem International.
- 2** Once the seminar is confirmed, it is the responsibility of the speaker to fulfil the commitment and deliver the presentation as described in the application. If the speaker can no longer attend it is their responsibility to find a qualified substitute to fill their speaking slot.
- 3** Each seminar is 30 minutes. It is recommended that you present for 20 minutes, allowing for a 10-minute Q&A at the end. You must not run over the allotted time.
- 4** Presentation rooms are set up theatre style with a lectern, lectern mic, screen, and laptop.
- 5** Please bring any material (PowerPoint etc) on a USB memory stick to the event.
- 6** Please arrive 15 minutes before you are due to start to ensure you are fully set up in time.

Sign:



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