



SPEAKER INTENT AND VERIFICATION FORM
TWIN CITIES CHAPTER OF ARMA
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

Please complete all blank sections and verify the accuracy of any pre-printed information. Make any changes directly on the form and return to _____ by _____.
 If you have any questions, please direct them to _____.

SPEAKER NAME AND PROFESSIONAL DESIGNATION AS IT SHOULD APPEAR IN PROGRAM

SPEAKER'S ORGANIZATION NAME

SPEAKER'S JOB TITLE

ORGANIZATION LOCATION (ADDRESS, CITY, STATE/PROVINCE, POSTAL CODE, COUNTRY)

PHONE NUMBER

FAX NUMBER

E-MAIL

DATE OF PRESENTATION

TIME OF PRESENTATION

LOCATION OF PRESENTATION

SESSION TITLE

SESSION DESCRIPTION – Please summarize each of your sessions in 4-5 sentences. This information will be used in publicizing your presentation (feel free to attach a MS Word or similar document).

Please also attach a brief speaker biography for publication.

In exchange for your time and effort to present at our chapter meeting/seminar, speakers are provided complimentary registration (which includes all sessions, exhibits, meals and meeting materials) on the day of your presentation. Speakers must indicate below if speaker fees are required.

Speaker Fees are Requested Yes No

AUDIO/VISUAL EQUIPMENT REQUIRED. Yes No

Need: LCD projector
 Podium w/microphone
 Lavalier microphone

Uc@iK

PRESENTATION – Please send us one copy of your presentation electronically (MS PowerPoint format preferred). We provide a copy to attendees and, upon request, to other ARMA members not in attendance as deemed necessary. With your permission, we may post a PDF copy of the handouts to the TC Chapter website (www.twincitiesarma.org) for a limited time.

TRAVEL – Please discuss travel arrangements (and costs) with the Twin Cities Chapter of ARMA member assigned to coordinate your presentation. The TC Chapter is available to assist with travel arrangements; however, if you prefer to make arrangements yourself, the TC Chapter will reimburse airfare and hotel expenses as agreed upon below. Flights (coach air fare) should be booked three weeks prior to travel, at the lowest possible cost, unless later booking lowers the flight cost.

Ground transportation must be discussed and agreed upon by the TC Chapter of ARMA. No taxi, rental car, airport parking or meals will be reimbursed unless agreed upon in advance and indicated below. The TC Chapter reserves the right to explore costs and advise speakers of budget limits for air and ground transportation. Please submit all expense reimbursement requests **within 30 days** of your presentation to the Chapter. Checks issued from the chapter will be void after 90 days.

SIGNATURE OF SPEAKER

SIGNATURE OF TC ARMA PROGRAM COMMITTEE MEMBER

DATE

DATE

DUE DATE CHECKLIST

____ Speaker Intent and Verification Form returned by _____.

____ Session Title and Description and Speaker Bio submitted by _____ (MS Word format preferred).

____ Presentation/Handouts submitted by _____. (MS PowerPoint format preferred).

ARMA INTERNATIONAL – The Association of Records Managers and Administrators (ARMA) is a not-for-profit association serving more than 10,000 information management professionals in the United States and over 30 other nations. The mission of ARMA International is to provide education, research, and networking opportunities for information professionals so they can use their skills and experience to leverage the value of records, information and knowledge as corporate assets and contribute to organizational success. Visit www.arma.org for more information.

TWIN CITIES CHAPTER OF ARMA – The Twin Cities Chapter of ARMA has over 200 members, including practitioners, educators, consultants and vendors from a diverse variety of industries such as utilities, legal, healthcare/pharmaceutical, government, banking, insurance, manufacturing and retail. Chapter meetings/educational programs are held monthly from September through May with special events occurring throughout the year. Please visit our chapter's website at www.twincitiesarma.org for more information.

DISCLAIMER: Speakers must complete obligations as stated herein to recover any agreed upon expenses, fees or benefits. Failure to appear or cancellation (regardless of prior notice) will forfeit any claim for the recovery of incurred, planned or future expenses incurred by the speaker as related to the speaking engagement agreed upon herein.