



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. Information provided will be used in publicizing and marketing your session. Please return the form to Ben Greene at bgreene@landolakes.com.

SPEAKER NAME AND PROFESSIONAL DESIGNATION AS IT SHOULD APPEAR IN PROGRAM

SPEAKER'S ORGANIZATION NAME

SPEAKER'S TITLE

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

PHONE NUMBER

E-MAIL

DATE OF PRESENTATION

TIME OF PRESENTATION

LOCATION OF PRESENTATION

SESSION TITLE

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

BIO - please provide a brief speaker biography for publication (attach a photo if you would like).

PRESENTATION – Please send us one copy of your presentation electronically (MS PowerPoint format preferred). We may 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 AND FEES– Please discuss travel arrangements (and costs) and any requested speakers fees with the Twin Cities Chapter of ARMA Program Director. 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.

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.**

INCLUDE TRAVEL AND SPEAKER FEE NOTES HERE:

SIGNATURE OF SPEAKER

SIGNATURE OF TC ARMA PROGRAM COMMITTEE MEMBER

DATE

DATE

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 60 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 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.