



## PRIA PRESENTATION REQUEST

So that we can promptly respond to your request, please complete the following fill-in form and forward to Stevie Kernick, chief staff officer, [stevie@pria.us](mailto:stevie@pria.us) or fax to 919.459.2075. Assistance by phone: 919.459.2081.

### Meeting/Event Sponsor Information

Meeting/Event Sponsored By: \_\_\_\_\_

Sponsor's/Contact Person (Name & Title): \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Meeting/ Event Details

Meeting/Event Location (Specific Address): \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Airport Name & Proximity: \_\_\_\_\_

Nearby Hotel (as appropriate): \_\_\_\_\_

Date & Time Presentation Scheduled: \_\_\_\_\_

Number of Anticipated Attendees: \_\_\_\_\_

Time Allocated for Presentation: \_\_\_\_\_

Meeting Purpose/Topic (please attach preliminary agenda and check one of the following):  Electronic Records Preservation  PRIA Overview  PRIA Local  eRecording  LRMS Best Practices  TIFF-PDF/A  GIS  eNotary

Other \_\_\_\_\_

Will speaker be part of a panel? If yes, please attach list of other panelists, Yes  No

### Equipment for PRIA Speaker (Speaker will provide own laptop)

1. LCD projector for Power Point Presentation Yes  No

2. Lavalier wireless microphone Yes  No

### Speaker Expenses

Will sponsor cover /reimburse all or part of Speaker's

Travel Yes  No  Registration Costs Yes  No

Meals Yes  No  Hotel Room Yes  No

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_