

PRE-MEETING QUESTIONNAIRE

Please answer a few questions to help me understand your meeting and your organization.

Name of Organization:

Date of program:

Location (hotel or conference center, address, phone):

Approximate number attending:

Theme of conference, if any:

Objectives of program:

Overall agenda (attach if desired):

Names of other speakers and their topics:

List past speakers:

Name of organization leader, title, and phone number:

Introducer (name, title, phone number):

Emergency phone number:

How did you hear about Eleanor Sullivan?

Please send me a copy of program announcements, brochures, and other promotional materials relating to this presentation as well as a recent annual report, organizational publications or newsletters, if available.

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