PRE -PRE SENT A TION Q& A FOR PRE SENT A TION

B Y MA T THEW BURGE S S

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| Organiser’s name |  |
| Conference date |  |
| Venue for presentation |  |
| Time of presentation |  |
| Event manager |  |
| Mobile number |  |
| Email address |  |
| Dress code |  |
| Theme of day |  |
| Chair of Matthew’s session |  |
| What takes place before Matthew’s speech? |  |
| What takes place after Matthew’s speech? |  |
| Length of Matthew’s speech |  |
| Is there to be separate time allocated for questions? |  |
| Will there be a panel? |  |
| How many audience members will there be in  Matthew’s presentation? |  |
| How many people are registered in the conference as a whole? |  |
| What are the major objectives of the conference  (list up to 3)? |  |
| What are the major objectives for Matthew’s session (up to 3)? |  |

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| Where is a copy of the conference program available (e.g. web address)? |  |
| Are there other speakers that have presented on a topic similar to the one you are envisaging for Matthew here? |  |
| How did you find out about Matthew? |  |
| Why did you choose Matthew? |  |
| Would you like to discuss providing  All attendees with copies of Matthew’s publications (articles, books, apps, or DVDs) or web-based training programs? |  |
| Have you addressed all items on Matthew’s AV & Stage requirements checklist? |  |