

Speaker Information Sheet

As you receive or change information, email the new information to Carmen Stoeckmann carmenstock@gmail.com.

Speaker Information

Lecture Dates	Date of each lecture, usually two sequential
Recruiter	Initials of the person recruiting the speaker
Speaker's Full Name w/title (Dr. Amb.)	Speaker's full name and title. The title will be used in the brochure, formal communications, and on-stage introductions
Business Address	Which Address to be use for SILL mailings?
Home Address	Home address
Local (Yes/No)	"Yes" if the speaker is normally in the greater Sarasota/Tampa area (for future use when a quick replacement is needed for another speaker)
Phone (Home or Office)	Home or office phone number to be used for most phone contacts
Cell Phone (required)	<i>Required</i> for use while speaker is in Sarasota/Venice if needed
E-Mail	E-mail address to be used for SILL communications
URL/Website	Speaker's Website if SILL is promoting it
Secretary/Assistant Name & Phone	Additional contact information
Honoraria Total	Total amount to be paid for all lectures
Hotel Needed? (Yes/No)	"Yes" if the speaker will be staying at a local hotel and not with a friend
Affiliations – academic/professional	Professional organizations and college alumni clubs that may help us market the speakers next year

Event Descriptions

Lecture Title	Title of lecture
Lecture Summary (50 words)	50-word summary of lecture (speaker's name must be included)

Brochure/Web Site Info

Speaker's picture (date provided)	Enter the date a speaker-approved picture was emailed to the webmaster (Bob Germain at rgg4@comcast.net)
Speaker's professional bio (200 words)	200-word bio of the speaker. Minimum of 125 words.

Visuals

Maps (send a link or image to webmaster)	If the topic involves a geographic area (e.g. China or Europe), a map should be provided. Provide a link here to the speaker-approved map or note that it has been otherwise provided to the webmaster.
Map source	Indicate whether the map is being provided by the recruiter or the speaker
Power Point (Yes/No)	Indicate whether the speaker will be bringing a Power Point. If yes then send slide guidelines

Recruiter Check List

Confirmation letter sent	Date the confirmation letter was sent to the speaker,
Book Titles - sell at lecture	List the titles of books the speaker would like to sign. Please include all available information: Title, subtitle, co-author, edition, pub date, publisher, ISBN. Books should be 5 yrs. old or newer, depending on the topic, and textbooks are not permitted.
Power Point guidelines sent to speaker?	"Yes" to indicate that the recruiter has sent the guidelines
Host/Moderator names given to speaker?	"Yes" if the speaker has been told who will greet and introduce her/him
Reminder contact with speaker one month in advance?	"Yes" as a reminder after this has been done
Miscellaneous notes	Other pertinent information can be saved here

(revised 3/24/2025)

Speaker Information Sheet	
Speaker Information	
Lecture Dates	
Recruiter's Name	
Speaker's Full Name w/title (Dr. Amb.)	
Business Address	
Home Address	
Local (Yes/No)	
Phone (Home or Office)	
Cell Phone (required)	
E-Mail	
URL/Website	
Sec/Assist Name & Phone	
Honoraria Total	
Hotel Needed? (Yes/No)	
Affiliations - academic and professional	
Event Descriptions	
Lecture Title	
Lecture Summary (50 words)	
Brochure/Web Site Info	
Speaker's picture (date provided)	
Speaker's Professional Bio (200 words)	
Visuals (not x/xx/xx)	
Maps (send a link or image to webmaster)	
Map source	
Power Point (Yes/No)	
Recruiter CheckList	
Confirmation letter sent	
Book Titles - sell at lecture	
Power Point guidelines sent to speaker?	
Host/Moderator names given to speaker?	
Reminder contact with speaker one	
Miscellaneous notes	