# Please complete all information on the following pages and return to your event contact

Contact information for Speaker

1. Full name, title and company (as they should appear in all publications)

Name

Title

Company/Organization

1. Contact information

Email

Phone

1. Speaker’s assistant/representative (main contact for speaker’s schedule)

Name

Phone

Email

1. On-campus contact, if applicable (assistant or any/all representatives traveling with speaker to Wharton on the day of the event, main contact for planning the lecture)

Name

Phone

Email

1. **Please provide the following information for our marketing materials for the lecture:**
	* Electronic headshot or professional photo (.jpg or gif)
	* Short Biography (250 words or less)
	* Company Website
	* Signed Release. via link:<https://whr.tn/MediaRelease> or attached document

# Please complete all information on the following three pages and return to your event contact

Accommodations and Logistics

* Planned travel itinerary to/from campus, including estimated arrival and departure times:
* Does the speaker require any specific security arrangements, or will they be traveling with a security detail?
* Does the speaker have any particular dietary requirements?
* Food/beverage requests for green room: