



Speaker Information Form

Please return to Susy Kist by Tuesday, September 30th, at Fax (207) 780-4317
or by email to skist@usm.maine.edu

Presenter Name/s _____

Presentation
Title _____ Date _____ Time _____

For my presentation, I need:

_____ PowerPoint-equipped projector/laptop _____ Slide projector
_____ Overhead projector

_____ Yes, I am making a PowerPoint presentation and will mail a copy to you on a CD-R or Zip disc by Monday, October 20th. I will write the name and title of my talk on the CD or disc and its cover. I will bring a backup copy of the CD to my presentation.

_____ I will also bring overhead transparencies (or slides) with me to the conference as an additional backup in case of equipment failure.

Conference Proceedings

_____ Yes, I would like to contribute materials to electronic proceedings of the conference. I will prepare a labeled CD with a .pdf version of either my abstract, paper, or presentation in APA-style format (for the paper or abstract) and bring it to the conference or mail it by November 7th to Beverly Bayley-Smith, Casco Bay Estuary Project, University of Southern Maine, P.O. Box 9300, Portland, ME 04104-9300. I will sign a copyright transfer form at the conference.

All Speakers please provide the following:

50-100 word description of my presentation to be printed in the conference program:

50-100 word biography to introduce me before I speak:

I have read and understand the attached letter and check list, and will provide the necessary information.

Signed _____ Date _____

Name (please print) _____