

Speaker Info Form for Weekly Meetings

|  |  |
| --- | --- |
| Scheduled date |  |
| Name(s) |  |
| Do we have picture (if so send along – preferably a JPEG) |  |
| Brief bio |  |
| Summary of the topic for the talk |  |
| Do we know if speaker will be in person or via Zoom? |  |
| Do we know if the speaker will use slides |  |
| Press release deadline(s) for this meeting date (usually Madison Monthly deadline will hit earliest) |  |
|  |  |
| Has Programming person populated the speaker info on Club website? |  |
|  |  |
| Is there a special consideration on who should introduce the speaker? |  |