



Thank you for your interest in our services. In order to prepare a customized program that meets the unique needs of your group, please complete the following Pre-Meeting Application. Your responses will help us gain a better understanding of your organization and ensure that we deliver the most valuable content possible.

1. What is the name of your organization and what does it do?
2. What is the primary objective of your upcoming meeting or event?
3. What is the theme or focus of your meeting or event?
4. Who is your target audience? Please describe their demographics and any specific challenges they may face.
5. What are the key challenges or issues facing your organization or industry?
6. What specific topics or areas of expertise would you like us to cover during the program?
7. How much time will be allotted for the program and what is the preferred format (keynote, workshop, panel discussion, etc.)?

8. Who are the other speakers at your event and what topics will they be covering?
9. Are there any specific materials or resources that you would like us to provide (handouts, slides, etc.)?
10. Please provide any additional information about your organization or event that you feel would be valuable for us to know.

Thank you for taking the time to complete this Pre-Meeting Application. We look forward to working with you to deliver an engaging and informative program that exceeds your expectations.