



Creating world class **business** athletes

CONFERENCE ORGANISER QUESTIONNAIRE

This questionnaire will enable Kriss to fine tune his presentation to the exact needs of your group. Feel free to skip over any questions which would simply duplicate answers to previous questions or which are irrelevant.

Company Name: _____

Date of conference: _____ / _____ / _____

Venue and Address: _____

Preferred time of Presentation: _____ : _____ **hrs**

Your Conference Title: _____

Theme: _____

What kind of meeting is it: _____

What are the objectives for the presentation? What is the day about?



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Sensitive issues to avoid:

Key issues to be raised:

Who is on the platform just before I speak?

What happens following my presentation?

What is the introducer's name?

Are there any other speakers and what are their topics?

What made you choose me as your speaker for the conference?



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What have you liked/disliked about speakers in the past? Please comment on the material and information they shared?

If there were three points you want me to reiterate from your platform what would they be?

1.

2.

3.

What are the key phrases/buzz words in your community?

Please share any "Industry history" relating to your organisation that may help.

Who are your competitors?



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Give an example of the sort of attitude gets in the way of your team or delegates delivering peak performance within your arena?

Total number attending: _____

Approx M/F Ratio: _____ **% male** / **% female** _____

Approx age group: _____

Audience type: _____

How do you want your delegates to feel?

Please could you give me a one line mission statement, vision, value or goal for this year?

Dress code for the event: _____

Contact upon arrival: _____

Mobile No: _____

Is Kriss a surprise guest? _____ **YES** / **NO** _____

MANY THANKS FOR YOUR TIME

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