

# AAWC SPEAKERS BUREAU REQUEST FORM

## Basic Information & Instructions:

1. Any company, organization or individual requesting the service of a speaker will make the request to AAWC using this form. AAWC will forward the speaker's contact information to the sponsoring organization. The sponsoring organization will then contact the speaker directly to see if the speaker is interested in presenting the proposed program and to finalize arrangements for the program. AAWC should be notified about the engagement.
2. If you have questions, full guidelines are listed at [www.aawconline.org/speakers-bureau](http://www.aawconline.org/speakers-bureau)

## Please Type or Print the Following Information:

**Your Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **State/Prov:** \_\_\_\_\_ **ZIP/Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **Day Time Telephone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Name of Engagement:** \_\_\_\_\_

**Date of Engagement:** \_\_\_\_\_ **Location of Engagement:** \_\_\_\_\_

**Have you requested from the AAWC Speakers Bureau in the past?** Yes \_\_\_\_\_ No \_\_\_\_\_

## Names of Preferred Speakers:

\_\_\_\_\_  
(First Name) (Last Name)

\_\_\_\_\_  
(First Name) (Last Name)

\_\_\_\_\_  
(First Name) (Last Name)

Please mark box (X) to indicate acceptance of the following disclaimer statement.

Disclaimer: AAWC (including its employees and agents) assumes no responsibility for Speakers or consequences resulting from the use of information or content of such information presented, including (but not limited to) errors or omissions, the accuracy or reasonableness of factual or scientific assumptions, studies or conclusions, the defamatory nature of statements, ownership of copyright or other intellectual property rights, and the violation of property, privacy, or personal rights of others. AAWC is not responsible for, and expressly disclaims all liability for, damages of any kind arising out of use, reference to, or reliance on such information. While the speaker makes every effort to present accurate and reliable information, AAWC does not endorse, approve, or certify such information, nor does it guarantee the accuracy, completeness, efficacy, timeliness, or correct sequencing of such information. All presentations represent the opinions of the presenter and do not represent the position or the opinion of the AAWC or its members. Reference by the speaker to any specific commercial product, process or service by trade name, trademark, service mark, manufacturer, and corporation or otherwise does not constitute or imply endorsement, recommendation, or favoring by AAWC

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