



GEORGIA CANCER CENTER

AUGUSTA UNIVERSITY

PRESENTATION OR EXHIBITOR REQUEST FORM

As part of community education and engagement, Georgia Cancer Center faculty and staff participate in local, regional, and statewide events as speakers or exhibitors. We try to honor all requests. If possible, please submit this form at least 8 weeks prior to your scheduled event.

INSTRUCTIONS: Please complete the following information and return to Cancer Information and Awareness via email to comeara@augusta.edu.

CONTACT INFORMATION

Contact Name:		Alternate Contact:	
Title:		Title:	
Office Phone:	Cell:	Office Phone:	Cell:
E-mail:		E-mail:	

ORGANIZATION/AGENCY INFORMATION

Name of Organization/Agency:			
Street Address:			
City:	State:	ZIP Code:	
Phone:		Fax:	
Mailing Address:			
City:	State:	ZIP Code:	
Web Address:		Type of Organization: choose an item	

EVENT INFORMATION

Title:	Date:	Event Time:
Venue Name:	Venue Address:	
City:	State:	ZIP Code:

REQUEST TYPE

Exhibit/Display Presentation Speaker Conference Panel

EXHIBIT/DISPLAY REQUEST INFORMATION

If you are requesting an exhibit or display please complete the following section.

Venue: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Electricity Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Table & Chairs Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	If table provided, list the size in feet:

PRESENTATION REQUEST INFORMATION

If you are requesting a speaker or presenter please complete the following section.

Type of Presentation: choose an item	Cancer Topics: choose an item
Audience & Key Participants: choose an item	Audience Size: choose an item
Length of Presentation: choose an item	Will an honorarium be provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Audio/Visual Equipment Provided: <input type="checkbox"/> Cordless or Lapel Microphone <input type="checkbox"/> LCD Projector <input type="checkbox"/> DVD Player None <input type="checkbox"/> Computer w/Presentation Software <input type="checkbox"/> Internet Access <input type="checkbox"/> Podium	

What are the expected outcomes for attendees:

ADDITIONAL INFORMATION

Event Description:

Please copy and paste an agenda and attach an event flyer if applicable: