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Veneto Collaboratory Speaking

Pre-Program Questionnaire

Please find attached a speaker questionnaire that will assist us in tailoring your presentation and preparing for your program. This information will ensure that your desired goals, outcomes and objectives are met. You may complete the questionnaire and submit to joe@venetocollaboratory.com or we can schedule a conference call to review the questions. Thank you in advance for your time in providing this information. If you have any questions please call Veneto Collaboratory at (617) 786-9096.

Event:	Date(s):
Key Contact:	Organization:
Phone:	E-mail:

1. What are your desired goals and objectives for the program?
2. Who is in the audience and what three points should I know about them?
3. What are three key points to emphasize in the presentation?
4. What do you want people take away from the program?
5. What was memorable about last year's program?
6. In reviewing last year's program, what changes, if any would you make?
7. Are there any sensitive issues or topics to avoid?

8. What will be happening at your event before and also after Joe's presentation?

9. Are there any major trends, challenges or concerns influencing your Industry, Company or the outlook of the audience?

10. Have there been any major changes in the past year that have effected your Industry or the audience?

11. Three things I should know about your organization that will assist me in preparing for your program?

12. If one thing could happen as a result of the presentation, what would it be?

13. Who else should I contact to provide me with additional insights on your audience and the presentation?

14. Are there any other comments you would like to add or points I may have missed?

15. Please list any Web sites that are applicable to your organization, association or membership that would provide additional insights:

I would appreciate receiving this back by _____.

You may email the completed questionnaire to joe@venetocollaboratory.com. Thank you.

**For further information contact Joe Veneto, Chief Experience Officer at
Veneto Collaboratory, joe@venetocollaboratory.com
or call 617.786.9096.**