

Audience Impact Maximizer: A Pre-Program Questionnaire

The first rule for any speaker is – know your audience. Dr. Carlin likes to get information on the front end of any engagement so she can be well aware of who she is in front of.

Please take a few moments to reply to the following questions:

1. How many audience members do you anticipate having at this event?

2. What is the format of the room and the seating configuration i.e.,

Theatre style seating

Round table seating

Conference table seating

3. Is this a work day event or an off time event?

and supply us with what is requested here:

the final meeting agenda that includes Dr. Carlin's presentation;

any past agendas from similar meetings or events;

brochures, web site links to your company, organization, services;

final copy of what you are sending to the audience members about the meeting and Dr. Carlin

Thank you so much, we look forward to working with you.

Please return this document and all materials to us at least 2 weeks in advance of the event either virtually or by regular postal mail with e-mail notification.