



Families and Work Institute

Mind In The Making Presentation Form

Thank you for your interest in FWI/MITM's speaking program. Since FWI receives many speaking requests, it is helpful to us in planning and scheduling if we receive detailed information about your upcoming event. Please complete the form below and return it to Marline Griffith via fax at (212) 465-8637 or email: mgriffith@familiesandwork.org and jportnof@familiesandwork.org

Event Title & Description: _____

Date or Possible Dates: _____ **Time of Event:** _____

Location of Event: _____

Sponsor(s): _____

Topic: _____

Please select one of the following:

Keynote: _____ **Panelist:** _____ **Moderator:** _____

Discussant: _____ **Other:** _____

Length of Presentation: _____

Other Presenters and Participants: _____

Audience expected (e.g. business, community leaders, families.): _____

Number of Attendees Expected: _____ **Honoraria Range:** _____

Needed response by: _____

Contact: (Please include name, title and contact information): _____

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