



2nd Delaware Latino Summit Speaker Information Form

Thank you for participating in the 2nd Delaware Latino Summit. The purpose of this form is to obtain information required to make arrangement for the Summit.

Event Details:

Date: Thursday, October 22, 2015

Time: 8:00 AM – 5:00 PM

Location: Chase Center on the Riverfront <http://www.centerontheriverfront.com/>

Attire: Business Casual

Please complete and return form **no later than October 1, 2015** to:

Meetings by Design
312 Nonantum Drive
Newark, DE 19711
ATTN: Jan White

Phone: 302-738-8318

E-mail: jan.white@meetingsbydesign.net

Speaker Name

Address

City

State

Zip

E-mail

Daytime Phone

Fax

Cell Phone

Logistics Contact (If other than speaker)



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PRESENTATION SESSION(s): please check all that apply:

- General Session

Morning Breakouts

- Housing
 Economic Development
 Transportation
 Community & Social Justice
 Education
 Health & Social Services
 Leadership Dialogue
 Youth Leadership

Afternoon Breakouts – titles to be updated as received

- Housing
 Economic Development – Invest In Yourself
 Transportation: Every Trip, Every Mode, Every Dollar, Everyone
 Community & Social Justice
 Education
 Health & Social Services

AUDIOVISUAL EQUIPMENT: The Summit will provide the following for presentations:

Single screen projection

LCD projector

Lavaliere, wireless microphone (if room is large enough to require).

Breakout Session Speakers should bring and utilize their own computers for presentation as this will guarantee that the computer is set up specifically for your needs, to facilitate ease of use and speaker familiarity. Audiovisual Technicians will be on-hand to assure connectivity of your technology to the projectors.

SPECIAL NEEDS:

Please indicate any special needs, such as dietary restrictions, or ADA needs.
