



SPEAKER REQUEST FORM – ROLF NORDSTROM PRESIDENT AND CEO, GREAT PLAINS INSTITUTE

Please submit this completed form along with a copy of the agenda and a list of confirmed/invited speakers to Connie Volcke, executive assistant, cvolcke@gpisd.net.

Date of Event: _____ **Start time:** _____ **End time:** _____

Name of Event: _____

**Name of Host
Organization(s):** _____

Contact Name: _____ **E-mail:** _____

Phone: _____

Alternate Contact Name: _____ **Alternate Contact Email:** _____

Alternate Contact Phone: _____

Type of Presentation: Presentation/Panel: _____ **Keynote Address:** _____
Other (please specify): _____

Topic:

Participation start and end times:

Number of attendees? _____

Who is the audience? _____

Event Location: _____

Location Address & Room

Number: _____





Please describe the presentation area (stage, podium, table):

What AV is available?

Screen/Projector: _____ Microphone: _____ Confidence Monitor: _____

Other (please describe): _____

Will the event be webcast/recorded? _____ Will there be photos? _____

Please describe the event promotion (social media, blogs, newsletters, traditional media etc.):

Event Website: _____

Name and email of communications/media contact:

Please note social media handles for GPI to cross promote your event (if desired):

Please note the deadlines for the following (note any specific requirements):

Event/Speaker Planning Call(s) (approx): _____

Photo and Bio: _____

Presentation Title/Description: _____

Presentation Slides: _____

Thank you for your interest in having Rolf Nordstrom participate in your event. Please contact Rolf or his Executive Assistant Connie Volcke with any questions.

Connie Volcke: cvolcke@gpisd.net w: (612) 400-6283

Rolf Nordstrom: rnordstrom@gpisd.net w: (612) 278-7156

