

**AFP Regional Conference
Mid America Chapter
May 2 – 4, 2004**

Speaker Checklist:

Thank you for agreeing to be a presenter at our 2004 conference. Below is a checklist to serve as reminder of the items that AFP will need prior to the conference.

By October 15, 2003:

- Signed speaker information form
- Emergency medical information
- Title & Description of Presentation for Publication
- 4 x 6 glossy photo or e-mail at 600 dpi, TIF file: j.schumacher@afp.com
- Short biographical sketch for publication
- Audio Visual Information

By April 1, 2004:

- Paragraph of Introduction (Exactly what do you want said when an AFP member introduces you?)
- Master copy of handout (no more than 10 double-sided pages per session, please)

After April 1, we request that you be responsible for your own handouts and shipping.

- E-mail J.udia.Schumacher@schumacher.com regarding the time/date you plan to arrive at the conference.