



# Speaker Report Form

(Please Complete ALL Sections)

<b>WI:</b>	<b>Date of Meeting:</b>
<b>Name of Programme Planner:</b>	
<b>Email:</b>	<b>Telephone:</b>
<b>Name of Speaker:</b>	
<b>Address:</b>	
<b>Email:</b>	<b>Telephone:</b>
<b>Title of talk:</b>	
<b>Fee/Donation:</b>	<b>Travel Cost:</b>
Did you receive 10% of any sales made? Yes/No/NA	
Is the speaker in the Year Book – Yes/No	
If no 1. What was your source of contact?	
2. Is speaker Interested in being considered for the Speakers Year Book? Yes/No	
Did the talk provoke questions? - Yes/No:	
Would you recommend this speaker to other institutes? - Yes/No: If No – Why?	
Was the content of the talk what you expected? - Yes/No:	

If necessary, please continue overleaf