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.

<table>
<thead>
<tr>
<th>Date of Event: _____________________</th>
<th>Start time: ______</th>
<th>End time: ______</th>
</tr>
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<table>
<thead>
<tr>
<th>Name of Event: _____________________________________</th>
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<table>
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<tr>
<th>Name of Host Organization(s): __________________________________</th>
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<thead>
<tr>
<th>Contact Name: _____________________</th>
<th>E-mail: _____________________</th>
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<th>Phone: _____________________</th>
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<tr>
<th>Alternate Contact Name: _____________________</th>
<th>Alternate Contact Email: _____________________</th>
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<tr>
<th>Alternate Contact Phone: _____________________</th>
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<table>
<thead>
<tr>
<th>Type of Presentation: Presentation/Panel: ______</th>
<th>Keynote Address: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (please specify): ________________________</td>
<td></td>
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<table>
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<tr>
<th>Topic: ______________________________________</th>
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| Participation start and end times: | |
|-------------------------------------|________________________________|

<table>
<thead>
<tr>
<th>Number of attendees: _____________________</th>
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<tr>
<th>Who is the audience: _____________________</th>
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<table>
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<tr>
<th>Event Location: _____________________</th>
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<table>
<thead>
<tr>
<th>Location Address &amp; Room Number: _____________________</th>
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</thead>
</table>
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