



October 5-6, 2020  
Marriott Marquis, New York City  
@WictHQ | #2020WLC

### Speaker Information

Thank you for confirming your participation as a speaker at the 2020 WICT Leadership Conference. The following information is provided to help us plan for your session. Please complete this form and submit it to WICT at your earliest convenience.

Please make sure to write in your name, title, and company as you would like them to appear on all promotional materials.

Speaker Name \_\_\_\_\_

Speaker Title \_\_\_\_\_

Speaker Company \_\_\_\_\_

Speaker Twitter Handle \_\_\_\_\_ Speaker Website: \_\_\_\_\_

Do you plan to attend the WICT Touchstones Luncheon on Monday, October 5, 2020  Yes  No

Provide us with your current contact details. **Please note that this information is confidential and solely for the purpose of preparing you for your WICT speaking engagement.**

Speaker Email \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Speaker Cell Phone \_\_\_\_\_ *(to be used only in emergencies)*

Provide us with the contact details for anyone who should be copied on your speaker communications.

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please return this form, along with the following items, to [events@wict.org](mailto:events@wict.org) as soon as possible:

- Full-length biography and a briefer, one-paragraph (approx. 100-150 words) biography. Your full-length bio will be posted to the WICT website and your briefer bio will be used in our conference app
  - Please send both bios as a Word file or in the body of an email. Please, no PDFs.
- Headshot - All photos submitted must be 300 dpi, in a jpeg file. **This is very important as our designer cannot use anything smaller in print publication.** Your photo will be used in the printed onsite program and on the WICT website.

#### **TAPE WAIVER AND AUTHORIZATION**

I hereby grant WICT the right, to record, digitize, reproduce, and/or distribute photographs/video tape recordings of my speech, in whole or in part, and any other portion of my participation in WICT’s Leadership Conference, held in New York, NY, October 5-6, 2020, and authorize that such photographs/video tape recordings may, at WICT’s sole discretion, be used in any manner or form and for any lawful purpose at any time. This grant includes authorization to use my name, voice, likeness, biographic information, and supporting material in connection with my speech and participation in the conference. I hereby waive any right I may have to review or approve the finished product or the use to which it may be applied and release and discharge WICT and its employees from any liability to me for any and all claims resulting from the recording, digitization, reproduction and/or distribution of the aforesaid.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete this form and email it to [events@wict.org](mailto:events@wict.org).**