

Pre-Program Questionnaire

This quick questionnaire helps Siimon design a speech that meets your organisation's needs perfectly.

Where is the speech?

How would you describe the audience? (age, level etc)

What mood will they be in?

What are their key problems?

What is the overall theme of the conference?

What are the tricky areas to avoid?

What will other speakers be talking about?

How has the company been performing?

Any other issues Siimon should know about?

Also, to help Siimon prepare additional information about your company he needs:

- your annual report
- any company newsletters
- recent articles about your company
- recent advertising, corporate brochures
- any promotional materials about this conference/meeting

All of this information helps Siimon to really understand your organisation and make his presentation the very best it can be.

Please send this questionnaire, along with any questions about Siimon's presentation style/delivery to his Personal Assistant:

Tania Sukiennik at tania@mooncorporation.com.au