

PROFESSIONAL BUSINESSWOMEN OF CALIFORNIA

POTENTIAL SPEAKER GUIDELINES

for May 4, 2004 conference at Moscone Center in San Francisco

Each year we receive hundreds of inquiries from potential speakers. In order to streamline this process we have developed a set of submission guidelines that will allow you as a speaker to determine whether you are a "fit" for this conference, and it will also help us respond to you in a timely manner.

Please submit the following:

- A one-page biography
- A list of topics and titles of speeches that you are currently presenting
- Your website address (if available)
- Recent press clips or current articles
- The title(s), publisher(s) and publication date(s) of your work if you are an author
- A videotape of a speech you have given before a large audience of at least 500 people
- A color photo - either a glossy print or a high-resolution electronic image (TIF or JPG)

Please respond by email to: laurah@pdy.com. Let us know if you are sending additional information by regular mail.

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