



**NELY GALÁN
APPEARANCE REQUEST FORM
VERSION: AUGUST 1, 2015**

EVENT INFORMATION

NAME OF EVENT:	
HOST'S NAME (IF DIFFERENT FROM ABOVE):	
PLEASE LIST ALL SUPPORTING SPONSORS:	
DATE/S:	APPEARANCE CONFIRMATION NEEDED BY:
EVENT CITY/STATE:	
EVENT VENUE:	ROOM NAME:
PLEASE INDICATE WHETHER OR NOT THE VENUE SERVES COCA-COLA PRODUCTS:	
EXPECTED EVENT ATTENDEE SIZE:	EXPECTED PRESENTATION AUDIENCE SIZE:
ATTENDEE PROFILE (INCLUDE PERCENTAGE OF WOMEN):	
PLEASE LIST ALL OTHER PARTICIPATING ORGANIZATIONS/SPEAKERS:	
PRIMARY EVENT CONTACT:	TITLE/POSITION:
PHONE:	EMAIL:



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THE ADELANTE MOVEMENT PRESENTATION

PLEASE INDICATE THE TYPE OF PRESENTATION YOU DESIRE:

NELY GALÁN KEYNOTE PRESENTATION: _____ WORKSHOP: _____ BOTH: _____

Duration of presentation: _____ Time: _____

Key topic(s) of presentation: _____

Language of presentation: _____ English _____ Spanish

Number of expected attendees to the Adelante session: _____

Number and type of concurrent/competing events during Adelante's presentation (e.g. workshop, exhibit/expo open, reception, etc): _____

If the overall event requires paid registration, will the Adelante presentation be open to the public? _____ Yes _____ No

Will the event be live streamed?

If the event is not being live streamed, can Adelante do so and what is the cost? _____

Contact person for technical logistics:

Name _____

Phone: _____ email: _____

Marketing

How will this event be marketed and promoted? _____

Can Adelante co-market and cross-promote this event? _____

Is Adelante allowed to provide handouts? _____

Contact person for marketing and PR:

Name _____



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Phone:

email:

Please note: Adelante requires that at least 3 communication pieces be sent out promoting Adelante’s participation.

Costs – Please identify which expenses Adelante would be responsible for and the cost

EXPENSE	Covered by Requesting Organization	Covered by Adelante	TOTAL ESTIMATED COST
Presenter fee			
Fee(s) for additional Adelante guest speaker(s)			
Exhibitor fee (i.e. will Adelante be charged to participate in expo)			
Registration/Admission Fee for Adelante staff/presenters			
Room rental for Adelante event			
Other rentals/fees associated with delivery of Adelante session			
• Chairs			
• Podium			
• Microphones			
• Audiovisual services (e.g., screen, projector, sound, etc)			
• Photography			
• Videotaping			
• Live streaming			
• Other (specify):			
Travel Costs:			
• Hotel			
• Air			
• Ground transportation			
• Meals			
OTHER (specify):			

To ensure a productive partnership, it’s important that expectations for delivery of requested event be clearly outlined and agreed to by both Adelante and the requesting organization. In addition to covering the above detailed costs, (name of organization) agrees to:

- **Provide Adelante a list of attendees (in Excel format) with email addresses within 7 working days from the day of the event.**
- *Promote/market the event highlighting Adelante’s participation, with at least 3 communication pieces be sent out promoting Adelante’s participation.*
- *Reimburse Adelante for incurred expenses associated with the production and delivery of presentation(s), if they cancel the event less than 60 days from date of presentation*



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Signed by Adelante

Name:

Title:

Signed by

Name:

Title: