



Limoli and Associates
Atlanta Dental Consultants, Inc.

PO Box 899 Arlington, Tennessee 38002-0899

PO Box 420947 Atlanta, Georgia 30342-0947

800) 344-2633 phone & fax
www.LIMOLI.com

Speaker's Requirements

For your convenience, please refer to the following list of Tom Limoli's requirements for conducting a workshop. If there are any questions or concerns, please address them when calling to secure your reservation. Thank you.

Expenses: Round-trip airfare from Atlanta at the lowest unrestricted fee; hotel room for the night prior to and the night of the engagement; taxes; appropriate meals; and course handout duplication costs. (The handouts are an integral part of the workshop.)

Hotel Reservations: To be made by the sponsor at the hotel most convenient to the meeting. The hotel reservations will normally be made for the night before and the night of the engagement. Please guarantee for late arrival, a non-smoking room with king-size bed, and arrange for direct billing to the sponsor's Master Account for the room and tax. The speaker will pay for any personal expenses upon checking out of the hotel. We appreciate the sponsor ensuring the hotel sends a written room confirmation.

Ground Transportation: The speaker prefers to arrange for his own ground transportation.

Audio-Visual and Meeting Room Needs:

- Lavalier microphone
- Data projector
- Sound patch
- Table at the back of the room for display of support materials
- Classroom-style table settings unless otherwise specified.

Taping: Non-conventions – due to copyright restrictions, we regret that we are unable to permit taping of the material by either the sponsor or the audience. A sentence stating this policy in the attendee brochure is appreciated. For example, "We regret that due to copyright restrictions the seminar is not available for private taping by members of the audience."

Brochure Design: For your convenience in designing the attendees' brochure, please refer to the enclosed speaker bio, and the workshop information. To ensure the speaking topic is correctly represented and can be covered in the designated time schedule, the speaker requests final approval of the brochure. Please fax the attendee brochure to 404/843-1564 for a sign-off from the speaker before printing.

Master Mailing List: We thank you for the courtesy of sharing the list of seminar attendees with us.