



CONFERENCE ORGANISER QUESTIONNAIRE

This questionnaire will enable Kriss to fine-tune his presentation to the exact needs of your event, and should be returned prior to your event briefing call.

Please skip any questions, which are not relevant.

Company name:

Date of conference:

Venue and Address:

Preferred time of presentation:

Conference title:

Theme:

www.akabusi.com
admin@akabusi.com

01525 237177

CONFERENCE ORGANISER QUESTIONNAIRE

Please list the objectives for the presentation, and advise what the day is about:

Sensitive issues to be avoided:

Key issues to be raised:

Who is on the platform before Kriss speaks?

What happens following Kriss's presentation?

Who will introduce Kriss?

Are there any other speakers and what are their topics?

What made you choose me as your speaker for the conference?

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What have you liked/disliked about speakers in the past? Please comment on the material and information they shared?

If there were three points you want me to reiterate from your platform what would they be?

What are the key phrases/buzz words in your community?

Please share any "Industry history" relating to your organisation that may help.

Who are your competitors?

Give an example of the sort of attitude gets in the way of your team or delegates delivering peak performance within your arena?

Total number attending:

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M/F Ratio:

Average age:

Audience type:

How do you want your delegates to feel?

Please could you give me a one line mission statement, vision, value or goal for this year?

What is the Dress code for the event?

Who is the contact on arrival and their mobile number?

Please provide another contact with mobile number should Kriss not be able to make contact:

Is Kriss a surprise guest?

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Is there parking available at the event?

We are aware that feedback is the breakfast of champions. Would you be happy to have a debrief meeting after the event?

Would you consider giving a testimonial if you were happy with our service?

Kriss has two books available for sale, listed below. Please let us know if you would like to purchase books for your delegates or have available for sale at your event.

Kriss Akabusi on Track	-	£5	YES / NO
Success Comes in Cans	-	£15	YES / NO

If Kriss were not a surprise speaker, would you be happy for us to mention Kriss's attendance at your event?

	Before event	after event
Twitter (@akabusicompany)	YES / NO	YES / NO

Your company twitter handle _____