

October 7 & 8, 2002
Fairmont Château Laurier Hotel
Ottawa, Ontario

PRESENTERS' INFORMATION CHECKLIST

1. **Presentation Materials:** Please send the following presentation materials electronically to Golden Planners Inc - trottier@goldenplanners.com or simpson@goldenplanners.com
 - Biography, 1 - 2 paragraphs for introduction purposes and posting on the web site **(submit by July 22, 2002)**
 - Electronic copy of presentation **(submit by October 1, 2002)**

2. **Audio-Visual Equipment:** In order to assist us in making the required audio-visual equipment available for your presentation, please complete the enclosed "Audio Visual Request Form" and return it to Golden Planners Inc., **no later than September 18, 2002**. Should your presentation require the use of computer equipment or computer based projection, we will have a PC-based computer laptop available. Please bring a copy of your presentation on a CD or floppy disk or email **before October 1, 2002**.

3. **Approvals:** As a PMPRB presenter:

I am willing to do media interviews.	Yes	___	No	___
I am willing to have my presentation posted on the PMPRB Symposium website.	Yes	___	No	___
I agree to have my presentation used for conference reporting and media relations purposes	Yes	___	No	___

Please Note: This is a bilingual conference therefore your presentation will be simultaneously interpreted.

Speaker's Signature:

Name (please print):

Date:

For additional information, please contact Golden Planners Inc.

c/o PMPRB-CEPMB Symposium 2002

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