

Whiff Speaker's Bio Information Requested

Data Item	Description of information requested
Formal name*	The name to appear including any titles or designations.
Job Title or Role	The professional description you would like us to use.
Title of Talk*	The formal title of your talk [limited to 200 characters].
Date of talk*	The date your talk is scheduled for.
Other available last Tuesdays in month(s)	Other months could you be available to speak on the last Tuesday, should we need to swap dates due to unavailability for another speaker.
Contact Email*	Your preferred email for correspondence.
Cell Phone #*	In case we need to urgently contact you.
Special Requests	Any time constraints or accessibility requirements, etc.
Website URL	The web address of your Personal website/webpage.
Synopsis of your talk	A few "marketing" comments for the Invitation email to drive interest in your talk. [<i>limited to 1000 characters-don't worry about formatting</i>]
Bio details	File with Biographical detail for presenting on the Whiff website
Image(s) for use on Whiff website	Up to 4 image file(s) to upload from your computer for us to use, e.g., personal photo(s), book cover, etc. <i>At least one Bio photo is required.</i>
AV requirements . A Windows laptop with PowerPoint and a laser pointer are available for your use. The venue's projector connection is an HDMI port	Choose the Audio Visual configuration to use during your talk: <ul style="list-style-type: none"> • No media needed for my talk • I'll bring my own Windows laptop with an HDMI port • I'll bring my own MacBook with an HDMI port • I'll bring a memory stick with a PowerPoint presentation and use the venue's laptop • Other – Please provide bespoke requirements
Guest Name	The name of your guest accompanying you, compliments of the Whiff.
Dietary Restrictions	Any dietary restrictions for you or your guest.
Charity to receive donation from The Whiff	As thanks for sharing your time with us, the Whiff will make a donation to the registered charity of your choice.
URL of Charity's website	If known, please provide the webpage with details about how to donate to the charity.