

# San Francisco

## *New Living Expo*

April 29 - May 1, 2011

Dear Speaker,

You are invited to submit an application to present a Lecture at the San Francisco New Living Expo scheduled April 29-May 1, 2011 at the Concourse Exhibition Center.

Enclosed is a Lecture Application form for the Expo. It is our intention to schedule informative, entertaining and enlightened lectures that will be of interest to those attending the Expo.

Each speaker has the chance to be chosen for **one 45-minute lecture**. All speakers are prominently featured on our website and in the Program Guide that is direct mailed and widely distributed throughout the Bay Area.

Each speaker is required to have purchased a booth or secure a minimum of a half page display ad in the San Francisco New Living Expo Program Guide.

Our criteria for selecting speakers include appropriate subject matter and a clearly written presentation description, biography and a thoroughly completed application.

***Application requirements: completed Lecture Application Form, 30 word bio, 70 word lecture description and your 300 dpi JPEG color photo, must arrive by December 15, 2010.***

*Space and availability is limited so please respond with your information to insure your speaking space at the show as soon as possible.*

Thank you for your interest in the San Francisco New Living Expo. We look forward to receiving your application. You will be notified by February 24, 2011 regarding the status of your application.

Please call if you have any questions.

Regards,

Ken Kaufman, Producer

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### **SPEAKER LECTURE APPLICATION FORM**

***Completed Applications Due By: December 15, 2010***

*Please note: This is an application and there is no guarantee of a speaking slot.*

Speaker Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone AM/PM \_\_\_\_\_ Cell \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Published Works \_\_\_\_\_

Please send a copy of your recent book and/or any additional information that is relevant to your lecture.

► PLEASE INCLUDE YOUR **BOOTH NUMBER** ON ALL CORRESPONDANCE.

- I AM AN EXHIBITOR AT THE S.F. NEW LIVING EXPO – BOOTH # \_\_\_\_\_
- I PURCHASED AN AD IN THE S.F. NEW LIVING EXPO PROGRAM GUIDE

#### **Applications *must include all* of the following:**

1. **This completed Lecture Application Form faxed to 415-883-1320.**
2. **Lecture Title** not to exceed 7 words.
3. **80 word** lecture description. Please do not send over 80 words.
4. **30 word** biography only 30 words. Please do not send over 30 words.  
**A total of 110 words only. If necessary please have your associate edit your information prior to sending it to us.**
5. A Quality **head shot** (head & shoulders only) in color emailed as a High Res. **300 DPI JPEG** only, put in the subject line your name, and label the photo the speakers name. *Web photos are unacceptable; they do not reproduce well.* If your headshot is in any other format it will not be used and you will not have your photo included in our Program guide.
6. Email the lecture title, description and biography as an attached Word/PC based document. Also attach the 300 dpi jpeg photo and send to: **ken@newlivingexpo.com** & fax this page.