

Event Flyers

Title of Event

Speakers (who they are, brief bio)

Brief Description (enough to convey who is target audience)

Language of presentation and questions/answers

Location

Date and Start and expected end time

Is refreshment available/included?

For evening session (usually ABring your own refreshments@)

For daytime sessions, coffee breaks should be included but not lunch.

If not well known location, where to park, buses that go there, and maybe brief directions.

Cost for members, student members and non-members

(remember, institutional memberships can only send 2 people at member price)

- Mention EBSCO student sponsorship if it applies to this event
- For non-prepaid events, note that payments should be made at the door.
- For prepaid events: No refunds but substitutions allowed.

If limited seating: Notice of such

Registration Deadline (if advanced registration required).

If no advance registration required, say so.

How to register (email, fax, website, mail) and where to send

DISCLAIMERS:

1. Notice about possibility of picture-taking and to let us know if do not want pictures posted.
2. NO REFUNDS (substitutions allowed) for prepaid events only