

New Speaker To-Do List

All forms are located at: www.pesi.com/speakerinfo

Due within 2 weeks of welcome email:	
Conflict of Interest & Biographical Data form (with current CV and license(s))	
Submit personal info forms, CV and license(s) at www.pesi.com/speakerinfo Submit questions to Lori Manning, CE Admin: speakersupport@pesi.com	
Direct Deposit Authorization	
Voided Check	
IRS Form W-9 (Request for Taxpayer Identification Number and Certification)	
Return all financial forms to Geri Steinke, Senior Accountant: speakersupport@pesi.com or 715-855-8139 (secure fax)	
Complete TSA Travel Profile (Only if speaking in live location)	Go to: https://carrouselcorporate.com/
Audio Visual Request Form	Return to Amy Forsberg, Facilities Coordinator: speakersupport@pesi.com or 715-855-8143 (secure fax)
Due when you turn in your final content:	
*Bibliography/References	Submit online: https://airtable.com/appV5ebkwqXkbOwq5/shrDzluFMaJ887JwB
Due 10 weeks prior to first event:	
*Draft Seminar Manual	Return to the Manuals Team: cepesi@pesi.com
*Post-Test Questions	Return to the Manuals Team: manuals@pesi.com
Due 3 weeks prior to first event:	
Webinar Orientation/Practice	Schedule tech check with webinar team: Someone from PESI will reach out!
Due 4 weeks prior to first event:	
*Final Seminar Manual	Return to the Manuals Team: manuals@pesi.com
Log in to PESI Speaker Extranet (access provided via email once all materials are turned in)	
Add these contacts to your phone:	
<ul style="list-style-type: none"> Your Business Manager Shannon Becker, Travel: 715-855-8141 (office), 715-559-7466 (cell) Carrousel Travel: 800-666-8731 (code L8D) Coordinators team (for in person seminar on-site issues the day of the event): 800-647-8079 x 2 	

*Specific requirements; please visit www.pesi.com/speakerinfo