SPEAKER EXTRANET

The PESI Speaker Extranet allows you access to PESI's event management software to view important information about your upcoming seminars including dates, locations, number of attendees, evaluation scores, and travel information. ***Once we've received your financial forms (W-9, direct deposit, voided check), you'll receive an email with extranet login information.***

Upon log-in, you'll see:
- Your name
- PESI manual submission instructions
- Link to all speaker forms

You'll also see details for your current, upcoming, and past seminars, including:
- Dates and locations
- Event ID and brochure ID (for expense forms)
- Current seats sold
- Travel notes and itinerary
- A link to access more specific details about the event, including:
    o Brochure download
    o Specific contact info for the facility
    o Name of the coordinator for the event (if available)
    o Confirmation number for your hotel reservation
        **This information should be available on the extranet at least one week prior to the event. If not, please contact Shannon (sbecker@pesi.com)
    o Seminar Date and Time
    o Add-ons (items sold with the event)
    o Materials shipment info

Questions? Please contact Brenda Rubenzer at brubenzer@pesi.com.