



Speaker deadlines

By 10th September

If you wish Health Links to arrange your **accommodation**, please inform the speaker manager, Angela Lyons, to confirm requirements. Please note after 10th September accommodation will be subject to availability.

By 30th September

If you have not yet submitted your **biographical details**, please do so now! This is required for us to prepare the chairman's introductory notes and also to use on the event website. Please send a jpeg photo along with one or two paragraphs of text, summarising your current position and career history. Please email to alyons@health-links.co.uk

You will have been sent a **Speaker Logistics Form**. This should be returned as soon as possible to Angela Lyons by email: alyons@health-links.co.uk
or by post to: Angela Lyons, 74 Lower White Road, Quinton, Birmingham, B32 2RU

By 1st November

Please send your **presentation** to the speaker manager by this date.

If you are using PowerPoint© and the file is no larger than 4 MEG please email your presentation to alyons@health-links.co.uk . If larger, please post to Angela Lyons, 74 Lower White Road, Quinton, Birmingham B32 2RU.