

# Department of Health and Aged Care – Speaker Request Form

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| **Event name / date** |  |
| **Event location** |  |
| **Weblink to event** |  |
| **Key event contact(s)**  Organisation / Name / Telephone / e-mail address of event organiser(s) |  |
| **Requested speakers and format**  Who are you inviting from the Department and how would you like them to interact with your audience? For example, with a presentation / speech, round-table, or other format. |  |
| **Call for abstracts?**  Is the Department required to submit an abstract for potential acceptance to speak at your event? |  |
| **Due date for abstract submission** |  |
| **Speech / presentation / round-table topic**  What would you like the speaker(s) to speak about? |  |
| **Bio / photograph requirements**  Do you require a speaker biography and photograph? If so, do you have a biography word limit? |  |
| **Due date for bio / photograph**  (If required) |  |
| **Other key speakers**  Who else will be speaking / presenting at the event and on what topics (if known). |  |
| **Key attendees**  Who are the stakeholder persons or organisations expected to attend? |  |
| **Approximate number of attendees** |  |
| **Registration costs**  Additional delegates or speaker costs |  |
| **Media attendance?**  Will there be media attending this event? |  |
| **IT and AV requirements**  For example, widescreen presentation format, audio file type. |  |
| **Presentation due date**  What date do you require presentation slides or AV files for uploading before the event? |  |