



Australian Government

Department of Health and Aged Care

**Department of Health and Aged Care – Speaker Request
Form**

Event name / date	
Event location	
Weblink to event	
Key event contact(s) <i>Organisation / Name / Telephone / e-mail address of event organiser(s)</i>	
Requested speakers and format <i>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.</i>	
Call for abstracts? <i>Is the Department required to submit an abstract for potential acceptance to speak at your event?</i>	
Due date for abstract submission	
Speech / presentation / round-table topic <i>What would you like the speaker(s) to speak about?</i>	

<p>Bio / photograph requirements <i>Do you require a speaker biography and photograph? If so, do you have a biography word limit?</i></p>	
<p>Due date for bio / photograph <i>(If required)</i></p>	
<p>Other key speakers <i>Who else will be speaking / presenting at the event and on what topics (if known).</i></p>	
<p>Key attendees <i>Who are the stakeholder persons or organisations expected to attend?</i></p>	
<p>Approximate number of attendees</p>	
<p>Registration costs <i>Additional delegates or speaker costs</i></p>	
<p>Media attendance? <i>Will there be media attending this event?</i></p>	
<p>IT and AV requirements <i>For example, widescreen presentation format, audio file type.</i></p>	
<p>Presentation due date <i>What date do you require presentation slides or AV files for uploading before the event?</i></p>	