



Australian Government

Department of Health

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