Speaker Request Form

**Please send completed form to the APCO Events Team** [**events@apco.org.au**](mailto:events@apco.org.au)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of event |  | | |
| Event hosted by |  | | |
| Event date |  | | |
| Event location - *please specify the platform if virtual event* |  | | |
| Event scope | National | State | Local |
| Event objective/s |  | | |
| Link to event (website) |  | | |
| Time & date of presentation |  | | |
| Dignitaries or special guests attending event |  | | |
| Speaker request format | Keynote | Panel discussion | Other |
| Length of requested presentation |  | | |
| Is any time allocated for Q&A |  | | |
| Is there anything specific you would like included in the presentation? |  | | |
| Date presentation required prior to event |  | | |
| Estimated number of attendees during presentation |  | | |
| Presentation audience eg CEO’s, Councils, Sectors? |  | | |
| Are APCO Members able to attend this event? If yes, can you offer Members a discounted rate? |  | | |
| Any other event &/or speaker information |  | | |
| Event contact person & contact details |  | | |
| Event comms/media contact person & contact details |  | | |
| Is this event able to be shared on social media? |  | | |
| Opportunity to access event photography |  | | |
| For internal use only | | | |
| Event Classification |  | | |
| Outcome |  | | |