Speaker Request Form

**Please send completed form to the APCO Events Team** **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 |  |