**A person holding a sign posing for the camera

Description automatically generatedSpeaker Booking Form**

Thank you for considering us for your event. To help ensure that we meet your needs, please complete the form below.

|  |  |
| --- | --- |
| Contact Name |  |
| Name of organisation and event |  |
| Phone |  |
| Email |  |
| Date and timings of event |  |
| Event location |  |
| Speaking Topic |  |
| Type of presentation |  |
| Length of presentation time |  |
| Size & audience description  *Expectations? What do they want to learn/take away from this session?* |  |
| A/V Equipment available? |  |
| Will you film /take photos at the event?  *If yes, can we have copies please.* |  |
|  |  |
| Vendor table available for book/product sales? |  |
| Interested in purchasing books for audience ahead of the event? |  |
| Will your organisation handle any hotel and travel arrangements? |  |
| Onsite event contact name and mobile phone number? |  |
| Internet access available? Hashtag? |  |
| Other info? |  |