



Speaker request form

TITLE OF EVENT	
DATE AND TIMING <ul style="list-style-type: none">• Include details for whole event and for specific speaking slot.	
VENUE	
PURPOSE & BACKGROUND <ul style="list-style-type: none">• Overall purpose of event including key topics and themes and any planned outcomes.• Why are you running the event?• How is it funded?• Include any background information on event or organisers not included elsewhere that may help with decision making process.	
AUDIENCE <ul style="list-style-type: none">• Include job titles, roles, sector, seniority, number of attendees.• Is it a public or invitation only event?	
PROPOSED SPEAKER <ul style="list-style-type: none">• If specific speaker is being requested, please state.• If not available, is an alternative speaker acceptable?	



PROPOSED THEME AND FORMAT <ul style="list-style-type: none">• Is it a Keynote, panel, roundtable, discussion, etc?• Plenary or stream session?• Session timings and duration?• Q&A required?• Is there a proposed theme for the session?	
OTHER SPEAKERS <ul style="list-style-type: none">• Please list other invited speakers (attach draft agenda if available).	
MEDIA <ul style="list-style-type: none">• Please describe pre-event publicity and media presence on the day. Include social media.• Is the event run under the Chatham House Rule?	
EVENT CONTACT DETAILS	