

REQUEST FOR A SPEAKER

Please complete the details below and return this form to age@ageukbucks.org.uk or to the address below.

Please return this form at least 28 days before your event.

Date of event: Time: Time speaker to arrive:

Venue address: Post code:

Parking available:

Nature of event (e.g. AGM/Conference/team meeting):

Subject of presentation:

Length of presentation/talk:

Expected number in audience: Age rang:

Facilities available (e.g. electrical sockets/projector and screen/flipchart etc)

Organisation: Tel:

Contact name: Tel/mobile:

Email:

We will confirm to you within 5 working days of receipt of this form whether or not we are able to provide a speaker for you event. While we do not charge for a speaker, we do appreciate a donation to cover the preparation, time and travel. Thank you.

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