**Presentation Information**

To enable [name] to be prepared to present at your event please complete the below information and return to [email address]

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| **[name] will normally only participate in an event or sit on a panel if it is diverse in at least gender and race.** Please confirm if this is so, please tick Yes No  |
|  |
| **Event details** |
| Name of Meeting/Event: |
| Date and time of Meeting/Event: |
| Topic to be presented (specify title if appropriate): |
| How long is the presentation slot? |
| Who is the audience and what outcomes are expected? |
| Number of people in attendance? | Can a guest/colleague attend? Yes No |
| Dress Code? |
| Location / Address: Please do confirm online details. |
| Sponsorship/ Commercial activity (Is the even funded by any outside sponsorship? Is the event profit making?):  |
| Declarations of interest: (How are interests declared and handled?) |
| **Equipment / Preparation** |
| What will be the method of presentation? TEAMS or Zoom |
| Who will load the presentation on the day? |
| Will a test run of the presentation be required? Yes No |
| Agenda / schedule advised by? Date: |
| First point of contact? | Name(s):Tel No:E-Mail: |
| Anything further |  |