**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 |  | |