A picture containing text, clipart

Description automatically generated**Speaker Engagement Request Form**

Thank you for requesting a representative from The National Guardian’s Office to speak at your upcoming event.

In order for us to be able to consider your request, please provide as much information as possible by completing the relevant fields below and return to [enquiries@nationalguardianoffice.org.uk](mailto:enquiries@nationalguardianoffice.org.uk)

**Contact Information**

* Your Name:
* Organisation:
* Contact Tel Number:
* Email address:

**Event Details**

Event title:

Date:

Time:

Is this event:

In person (if in person, please provide location)

Virtual

Organisation hosting the event:

Length of participation required:

Audience description and expected size:

**Speaker details**

Who from The National Guardian’s Office would you like to speak at your event;

Format:

Keynote Speech

Panel Discussion

Presentation

Board Development

Site Visit

Other (if other, please specify)

Please provide a full description of the event;

Please tell us what topics and content you would like the speaker to cover;

Please let us know if there are any other invited or confirmed speakers:

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Will this event be recorded?

Yes

No

Will this event be photographed?

Yes

No

Will any slides that are used be shared with delegates?

Yes - before the event

Yes - after the event

No

**Please return completed forms to** [**enquiries@nationalguardianoffice.org.uk**](mailto:enquiries@nationalguardianoffice.org.uk)