**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

**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:

­­­­­­­­­­

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**