



## Speaker Request Form

Please complete this form to submit your request, we will do our best to accommodate.

<b>Organisation Name:</b>	
<b>Contact Name:</b>	
<b>Contact Email:</b>	
<b>Phone Number:</b>	
<b>Event Name:</b>	
<b>Event Location (address):</b>	
<b>Event Date:</b>	
<b>Are delegates being charged to attend your event?</b>	
<b>Approx Audience Size:</b>	
<b>Audience profile:</b> <i>(i.e. job role of delegate)</i>	
<b>Request Type:</b> <i>(Presentation/Panel/Workshop/Other)</i>	
<b>Speaking Topic or Title:</b>	
<b>Will external press be present?</b>	
<b>Travel Expenses provided?*</b> <i>(Hotel/Travel/Other)</i>	
<b>Speaker fee budget*</b> <i>(please indicate the amount)</i>	
<b>Other notes:</b>	

*\*Please note that as a charity we have limited funds and rely on donations to cover our costs.  
Our default policy will be to request budget for a speaker fee if your event is run as a commercial activity  
(e.g. where delegates for your event are charged by you to attend and/or you have corporate sponsorship,  
part of an exhibition etc.).  
For events that are run as non-profit, we will decide on a case by case basis if we are able to participate.  
All fees are payable to Doctors in Distress unless otherwise agreed.*