

External Speaker Request

Today's Date:

Organisation details:

Name of Organisation	
Event Contact Person	
Phone	
Email	

Proposed Event Details:

Date and time	
Event location	
Length of Baptcare presentation	

Accessibility:

Is your venue accessible for people with disability? Please detail	
Approximate number of attendees	
Intended Audience (eg: people with disability, families, NGO's, Local Council, general community etc)	
Will a language translator be required at this event/session? Please detail	

Other key people and experts attending:

Will a Member of Parliament or any media be at this event?	
Will any other guest speakers be presenting at this event? Please detail	

Desired Presentation:

Presentation topic:	<ol style="list-style-type: none">1. General NDIS information2. NDIS Plan Implementation3. Information, Linkages & Capacity Building4. Other _____
Format of presentation	<ol style="list-style-type: none">1. Visual Presentation2. Informal discussion3. Other _____

Any other information about the event you'd like us to consider or be aware of:

Other information	
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Please email your completed request to jsachs@baptcare.org.au

Should you have any questions or require assistance please don't hesitate to contact

Jody Sachs 0447 083 898

Once your request is received, a member of the Baptcare Community team be in contact with you as soon as possible.