

**VISITING SPEAKERS - PRO-FORMA**

**Title and Name of speaker:**

**Contact details (Local/Overseas):**

**Mailing Address:**

**Brief background of speaker:**

**Organisation:**

**Intended audience:**  **Profit:**  **Not-for-Profit:**  **Fees charged:** \$  **Proposed audience number:**

**Topic of presentation:**

**Date of presentation:**

**Time:**  **Venue:**

**Equipment required:**

**Catering requirements:**

**Nominated by:**

**Approved by:**

Title/Capacity:

Head of Department or Delegate

**For official use**

Room booked (details):		Department notified (by email):	
Time confirmed:		Letter sent to speaker:	
Catering organised:		Information placed on webpage:	
Caterer – name & contact no:		Security Informed:	

## Visiting Speakers – Protocol

### Lodgement of Requests for Visiting Speakers

If you are planning to organise for a speaker to come and speak to students, please complete the pro-forma (overleaf) and fax it to the Department of Health & Chiropractic. The Department will get back to you with a decision.

Before you submit your request for approval, please ensure that you supply all the information requested on the form, to expedite the approval process:

1. Fill in all details requested on the form.
2. Fax to 9850 9389
3. You will be contacted with the Department's decision.

Ideally, speakers should be invited in the teaching weeks. The ideal time during the teaching weeks are:

- Weeks 1 to 10 in both semesters
- Mid-semester break (July 1-31), is an option. However, please note not all students remain in Sydney during the break.