**Speaker Request Form**

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| **Contact Information** | |
| **Name:** | Enter name here |
| **Organization:** | Enter organization here |
| **Email:** | Enter email here |
| **Phone:** | Enter telephone here |
| **Website:** | Enter website here |

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| **Event Information** |
| Please tell us a little bit more about your event (what is the purpose or goal, who is the intended audience, audience size, will the media be present, will the event be broadcasted etc.):  Enter event details here |
| How long will the speaker be required to present?  Enter length of presentation here |
| Presentation Type (casual, formal, PowerPoint, discussion, Q&A session):  Enter type of presentation here |
| Are there other speakers? Is your event a panel session?  Enter information about other speakers here |
| Where will the event located? (Please provide address and start time):  Enter event locations here  Enter time of event here |
| Will the speaker have access to a microphone, display screen or LDC projector, laptop hook up?  Enter tech details here |

***Email this request to:*** [***info@ccteht.ca***](https://ccteht.sharepoint.com/sites/CCTEHTFileShare/Shared%20Documents/Marketing%20&%20Communications/Letterhead/info@ccteht.ca)

**Thank you!** The Centre will be in touch shortly concerning your request. We kindly as to that you submit your application 4-6 weeks prior to the event.