



**Speaking Engagement Request Form**

Thank you for requesting an Equality Advocate to speak at your event. Please complete this request form and send it along with any other relevant information to [kate@whg.org.au](mailto:kate@whg.org.au)

WHG supports equality for all and therefore we expect events for our Equality Advocates to be accessible for everyone.  Accessibility may include language considerations, accessible technology, venues, toilets, car parking, or catering requirements etc. WHG can provide further advice about specific Equality Advocate’s requirements.

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| **ORGANISATIONAL DETAILS:**  Requesting Organisation:  Key Contact Person 1:  Key Contact Person 2:  (This individual will need to be available for contact regarding the speaking engagement).  Address:  Phone:  Email: |
| **EVENT DETAILS**  Event Name:  Event Type & Purpose:  Event Location:  Start/End Date: Start/End Time: |
| **SPEECH DETAILS:**  Proposed Speech Length in time:  Will there be a Q&A session?  Yes  No  Key messages or topics you would like to have emphasised in the speech:  Targeted Audience (e.g. healthcare professional, students etc.):  Estimated Audience Size:   * Our Equality Advocates talk about a range of topics including gender inequality and discrimination, please be aware of this in your preparation and communicate with event attendees. |
| **FURTHER DETAILS**  Role of Equality Advocate at event: Technology:  Facilitator  Zoom  Key note  Webinar  Guest Speaker  Other (please specify)  Panellist  Trainer  Breakout Session  Other (please specify)  Will the media be contacted? Type of Media  Yes  No  Newspaper  Radio  TV  Other (please specify)  Any further relevant information: |