Office of Fair Trading

Buy Smart classroom presentations

Use this form to book one of our officers for a school incursion. Please email the completed form to buysmart@qld.gov.au.

### Contact information

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| --- | --- |
| **Name of school:** |       |
| **Address of school:** |       |
| **Telephone number:** |       |
| **Name of teacher:** |       |
| **Email address:** |       |

### Dates and times

|  |  |  |  |
| --- | --- | --- | --- |
| **Preferred dates** (Please suggest up to three options) | Select date atHr : Min | Select date atHr : Min | Select date atHr : Min |

### Presentation details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Length of lesson:** |     mins | **Student year level:** | Year | **Number of students:** |     |
| **Equipment available:***(Please tick as appropriate)* | [ ]  Laptop/computer | [ ]  Data projector |
| [ ]  Audio speakers | [ ]  Whiteboard |
| **Topic of presentation:** | *Please choose from the topics available* |

### Additional information (please supply)

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### Please note

* *Officers will aim to arrive at your school at least* ***15 minutes before the scheduled start time****. Please advise officers about arrival and sign-in procedures prior to the presentation date.*
* *The class teacher or other school staff member must remain with the class during our presentation.*
* *Due to conflict of interest policies,* ***our officers prefer not to receive thank-you gifts*** *for delivering presentations.*
* *Details of* ***content******covered in presentations*** *and information about the Buy Smart Program are provided in the Teachers’ Area at* [*www.qld.gov.au/buysmartcomp/*](http://www.qld.gov.au/buysmartcomp/)*.*
* *Please email* *buysmart@qld.gov.au* *or phone 13 QGOV (13 74 68).*