Office of Fair Trading

**Presentation request form**

### Contact information

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation:** |  | | |
| **Organiser:** |  | **Contact on the day:** (if different) |  |
| **Phone number:** |  | **Alternate phone:** |  |
| **Email address:** |  | | |

### Meeting dates and times

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Suggested dates** (In order of preference) | *Option 1* | | *Option 2* | *Option 3* | |
| **Presenter’s start time:** | |  | **Suggested arrival time:** | |  |

### Presentation details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Speaking time:** | mins | **Audience:** | *Please choose* | **Estimated attendees:** |  |
| **Topic of presentation:** | | *Please choose a topic from this list* | | | |
| **Address of venue:** | |  | | | |
| **Equipment available:**  (Please tick as appropriate) | | Microphone | | Screen | |
| Data projector | | Laptop | |

### Additional information (if required)

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|  |

### Please note

* *Please return this form to* [*oft-community-engagement@qld.gov.au*](mailto:oft-community-engagement@qld.gov.au)*.*
* *Due to conflict of interest policies,* ***our officers prefer not to receive thank-you gifts*** *for delivering presentations.*
* *If OFT’s presentation is* ***one part of a larger event****, please attach an agenda for the event*
* *If you have any queries, please phone 13 QGOV (13 74 68) or visit* [*www.qld.gov.au/fairtrading/*](http://www.qld.gov.au/fairtrading/)*.*