

Request For Speaker Form



General Information

Organisation*/Group name:	
Venue address:	
Contact person:	Contact telephone:
email:	

Presentation Information

Audience profile:
Age:
Cultural background:
Expected attendance numbers /Information packs to be provided:

Topic Please mark appropriate box below	Prospective date(s)	Start time of talk	Length of talk (*)
Catalyst Foundation overview <input type="checkbox"/>			
My Aged Care – what is accessing, navigating			
Accessing Help at Home (CHSP) <input type="checkbox"/>			
Home Care Packages <input type="checkbox"/>			
Aged Care facilities Fees and Charges – <input type="checkbox"/>			
Concessions <input type="checkbox"/>			
Retirement Housing <input type="checkbox"/>			
Estate Planning (Wills, Power of Attorney & Advance Care Directives) <input type="checkbox"/>			
Be Scam Safe# <input type="checkbox"/>			
Understanding Tablets# (iPad, Android) <input type="checkbox"/>			
Aboriginal Culture Diversity Training <input type="checkbox"/>			
Lesbian, Gay, Bisexual, Transgender & Intersex (LGBTI) Professional Development Workshop <input type="checkbox"/>			
Other, please specify:			

(*) We suggest presentations should be a minimum length of 1hr due to the amount of information to be delivered. All presentations cover Catalyst Foundation overview.

(#) Fee will be charged to cover transport and presentation costs.

Please tick mark the appropriate box below

Equipment details	Venue to provide	Catalyst Foundation to arrange
Internet/Wi-Fi		
Wall/screen		
Safety pack		
Laptop		
Power points nearby		
Projector		

(*)For private organisations and service providers a small fee will be charged to cover transport and presentation costs.

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For Catalyst Foundation staff only:

<ul style="list-style-type: none">• Presentation approved: <input type="checkbox"/> Yes <input type="checkbox"/> No _____• Date of approval: /• Information Officer assigned:• Entered in corporate calendar:• Contact person advised:• Confirmation of booking one week prior:
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