Please return this completed form to events@transportforthenorth.com

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| Event Details |
| **Speaker Request (delete as appropriate)**Speech/presentation/panel/roundtable | **Requested TfN speaker (if known)**Click here to enter text. |
| **Event theme and description**Click here to enter text. | **Speaker topic and themes**Click here to enter text. |
| **Other confirmed speakers (REQUIRED: Name, Position and Organisation):**Click here to enter text. | **Audience (make-up and numbers)**Click here to enter text. |
| **Sponsors**Click here to enter text. | **Press/media (delete as appropriate)**Recorded/broadcast live/press attendance |
| **Speaker biography required?**Yes/No | **Speaker photograph required?**Yes/No |

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| Event Logistics |
| **Date**Click here to enter text. | **Location (include address)**Click here to enter text. |
| **Time and length of speech**Click here to enter text. | **Q&A? Please specify length, advanced questions?**Click here to enter text. |
| **Contacts before and on the day of the event (include phone and email)**Click here to enter text. | **Event/company website**Click here to enter text. |
| **Organisation/event social media channels and hashtags**Click here to enter text. |

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| Any other information |
| **If there is any other information you feel is relevant, please put it here:**Click here to enter text. |