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. |