

# Guest Speaker Request Form

If you have a group of 20 OR MORE PARTICIPANTS who are interested to learn more about the role of the Consumer, Trader & Tenancy Tribunal (CTTT), we may be able to provide you with a speaker.

Please print, complete and send the form to:

**Att: Communication & Education Unit**  
Consumer, Trader & Tenancy Tribunal  
GPO Box 4005, Sydney NSW 2001  
Fax: (02) 9641 6591 Email: [CommEdCTTT@cttt.nsw.gov.au](mailto:CommEdCTTT@cttt.nsw.gov.au)

## Your Details:

<b>Your name:</b>			
<b>Your job title:</b>			
<b>Your organisation:</b> Name and address			
<b>Your phone number:</b>		<b>Your fax number:</b>	
<b>Your email address:</b>			

## Event Details:

<b>Name of event:</b>			
<b>Address of venue:</b> Where the event will be held			
<b>Event date and time:</b> Include duration of presentation			
<b>No. of participants:</b> Minimum of 20		<b>Is there an agenda?</b> If yes, please include a copy	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Background of participants:</b> Eg. community workers, advocates, students.			
<b>Topics you would like covered:</b> Eg. Applications, conciliation and hearing process, types of disputes, case studies.			
<b>What equipment can you provide? (please tick as appropriate)</b>			
<input type="checkbox"/> laptop or PC <input type="checkbox"/> Data projector <input type="checkbox"/> Whiteboard <input type="checkbox"/> TV/video <input type="checkbox"/> Overhead projector			

### Office Use Only:

Received: \_\_\_\_\_ Referred: \_\_\_\_\_ Approved: \_\_\_\_\_