Speaker Engagement request form

## Thank you for your interest in CQC.

To ensure we can assist you in your request, please ensure that you are giving CQC at least 6-8 weeks’ notice of your event before submitting this form.

## Section 1: Contact information

|  |  |
| --- | --- |
| Contact name | Click or tap here to enter text. |
| Contact telephone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |

## Section 2: Details of your event

|  |  |
| --- | --- |
| Event title  | Click or tap here to enter text. |
| Purpose of event  | Click or tap here to enter text. |
| Organisation hosting event | Click or tap here to enter text. |
| History of event (number of times held, past CQC speakers etc) | Click or tap here to enter text. |
| Date and time you are requesting a speaker for | Click or tap here to enter text. |
| Dates and duration of whole event | Click or tap here to enter text. |
| Where is your event being held? | Choose an item. |
| If physical venue, where (town) | Click or tap here to enter text. |
| What type of event is it? | Choose an item. |
| If other, how would you describe your event? | Click or tap here to enter text. |

## Section 3: Programme details

|  |  |
| --- | --- |
| What do you want CQC to talk about?  | Click or tap here to enter text. |
| What are you asking the speaker to do? | [ ]  Keynote speech [ ]  Presentation [ ]  Panel discussion [ ]  Other |
| If other, please explain  | Click or tap here to enter text. |
| If panel discussion, tell me more (who else is on the panel, what the format for the speaker will be, whether a speaker should give opening remarks etc)  | Click or tap here to enter text. |
| How long is the speaking slot?  | Click or tap here to enter text. |
| Have you contacted anyone else at CQC about the event/session before now? If so, please let us know who | Click or tap here to enter text. |
| Description of audience | Click or tap here to enter text. |
| Expected audience size | Click or tap here to enter text. |
| Please explain the steps you have taken to ensure your panel, list of speakers and audience is inclusive of people with lived experience of care (more info [here](https://carequalitycomm.medium.com/empowering-the-voice-of-people-who-draw-on-social-care-c0367cf2c3af)) | Click or tap here to enter text. |

## Section 4: Final details

|  |  |
| --- | --- |
| Will this event be recorded or photographed? | [ ]  Yes, photographed [ ]  Yes, recorded  |
| Will there be media present at your event? (if not, please notify us if this changes) | [ ]  Yes[ ]  No |
| Will slides be required? | [ ]  Yes, standard [ ]  Yes, widescreen [ ]  No[ ]  Speaker’s choice |

## Submitting the form

Please ensure all fields of this form are completed and send:

* by email to speaker.engagement@cqc.org.uk
* with a copy of your agenda/programme attached
* confirming the name of your event and the date, in the subject line of your email

If you have any queries, please contact Ralph Buckle at speaker.engagement@cqc.org.uk or 07393 754 216.