

OAIC SPEECH REQUEST FORM



Please email completed form to speeches@oaic.gov.au

Australian Government
**Office of the Australian
 Information Commissioner**

Information from the event organiser			
Speaker <i>Who would you like to speak?</i>			
Event Name <i>Please also attach your program and any other relevant details.</i>			
Location of Event			
Date		Time	
Duration of speech			
Event organiser <i>Contact name & number, website, other details?</i>			
Topic suggestion			
Other speakers <i>Who else will be speaking at your event?</i>			
Attendees <i>How many, profile?</i>			
Type of presentation <i>Key note</i> <i>Plenary</i> <i>Panel</i> <i>Other</i>			
Will any/all speaker's costs be met by the event host? <i>Travel (if interstate)</i> <i>Event ticket(s)</i> <i>Accommodation</i> <i>Meals</i>			
Is complimentary registration available for OAIC staff?			
Will media be present?			
Office use only			
Estimated work time:			
Recommendation:			

The information you provide will be used only for planning speeches by the Office of the Australian Information Commissioner (OAIC). We will not use your personal information for any other purpose and will not disclose it without your consent except where we are required to do so by an Australian law or a court/tribunal order. For further information about how you can ask for access to, or correction of, personal information that we hold about you, or make a complaint about how we have handled your personal information, see our privacy policy on our website at www.oaic.gov.au/privacy. You can contact the OAIC's Enquiries line on 1300 363 992 or at enquiries@oaic.gov.au.