

Speaker request form

Thank you for your interest in engaging a TPB speaker for your upcoming event.

Please complete this form and return to communications@tpb.gov.au for consideration.

Contact details			
Organisation			
Contact name		Position	
Phone		Email	
Website			
Alternate contact		Phone	
Event details			
Event title			
Date		Time	
Location			
Purpose and theme of event			
Other speakers/topics being covered (or attach program/agenda)			

Session details

Topic

Code of Professional Conduct

Compliance topic

Registration requirements

Other (specify below)

Key messages

Expected outcomes

Scheduled speaking time

Length of presentation

Session format (panel, speech, Q&A)

Will session feedback be provided to the TPB? Yes No

Audience

Type of audience and expected number:

Tax agents #

BAS agents #

Other:

Level of experience:

Potential tax practitioner

Newly registered practitioner

Experienced tax practitioner

Other

Have you held this event before?

No Yes - previous attendance numbers

On the day requirements

Materials required (Please note, audio-visual equipment must be provided by the event organiser.)

PowerPoint presentation

Case studies

Speaker bio

Other (specify below)

Speaker photo

Date materials are required

Will this event be recorded?

Yes No

Please provide further information (directions, arrival time, parking arrangements etc)