

## Scottish Social Services Learning Network West

### SPEAKER'S REQUIREMENTS FORM

This form provide SSSLN West with essential information that helps ensure the event runs smoothly for you and the delegates.

***Please return the completed form by no later than xxxxxxxx***

**Name**

**Biography** (about 50 - 100 words)

**PlenaryPresentation/Break-out/ Workshop**

(Please give a brief outline what you are covering in your session if you are departing from the brief)

**Do you have any particular dietary or access requirements?**

**Equipment**

Please tick the box for what equipment you require

- |               |     |                   |     |
|---------------|-----|-------------------|-----|
| TV            | [ ] | OHP/Screen        | [ ] |
| 35mm Carousel | [ ] | Flipchart/Pens    | [ ] |
| Powerpoint    | [ ] | DVD player        | [ ] |
|               |     | Video tape player | [ ] |

Other (please specify) .....

**Handouts for Delegates**

Will you have any handouts for distribution that are in addition to copies of PowerPoint slides?

**Yes**

**No**

***If yes, please contact us well in advance of the event to discuss how these handouts are to be prepared and distributed.***

**Personal Details**

Please tell us how you want to be named in the programme to be included in delegate packs:

Name: .....

Post Held: .....

Organisation: .....

**Please complete your contact details.**

Tel No.:

Fax. No.:

E-Mail Address:

Mobile Phone:

**If you have a mobile it would be helpful if you could provide your number in order that we can contact you on the day of the event should there be any need.**

Do you have any other requirements?

Please return by the required date either by email or post to:

Email: [caty.mccolgan@westlearn.org.uk](mailto:caty.mccolgan@westlearn.org.uk)

Post: Caty McColgan  
Scottish Social Services Learning Network West  
Studio 49  
Sir James Clark Building  
Abbey Mill Business Centre  
Paisley PA1 1TJ

If you require any advice on completing this form please telephone Caty on 0141 848 1500