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| --- | --- |
| **Event:** |  |
| **Date:** |  |
| **Deadline for final version:** |  |
| **Requesting Organisation:** |  |
| **Contact details for the event:** |  |
| **Topic:**  *(if you could please give us as much detail as possible)* |  |
| **Additional topic info:** |  |
| **Format required:** |  |
| **Specific presenter requested?** |  |
| **If requested speaker is unavailable, will you accept another Advent IM Speaker?** |  |
| **Audience details:** |  |
| **Any content distribution restrictions:** |  |
| **Details of other event presentations:**  *(to prevent content duplication)* |  |
| **Any registration requirements prior to the event:** |  |
| **Other information such as timings, location, SatNav:** |  |

