

REQUEST FOR SPEAKER

To request a talk please take a moment to complete this form and then email it to the contact whose details are at the bottom.

Name of organisation requesting a speaker		New Forest Consultative Panel				
Date of meeting <i>(Please give a selection of dates you have available)</i>		Option 1: 6 September 2012				
		Option 2:				
		Option 3:				
Earliest arrival time for set up	Any time from 2 pm until 7.20 or so	Start time for the speaker	Approx. 7.50 pm	Talk duration	20 minutes plus 5 minutes for questions	
Can you supply a screen or white wall to project on to?					Yes – all provided, with projector & laptop	
Subject matter for the talk		New Forest Remembers – Untold Stories of World War II project				
Venue name and address for the meeting <i>(If possible please also provide directions and or a map for the venue)</i>		Louisa Suite, Lyndhurst Park Hotel, Lyndhurst Opposite fire station in Lyndhurst (by Bolton's Bench)				
		Postcode	SO43 7NL			
Car parking arrangements	No onsite parking	Space reserved	Free parking	Pay & Display parking		
Park in hotel car park (ticket provided), or at Bolton's Bench car park if full						
Contact name	David Stone/ Rosalind Alderman/ Vicki Gibbon	Contact address	NPA			
			Postcode	SO41 9ZG		
Contact Tel No:	01590 646645/01590 646646	Contact Mobile No:				
Contact email address						
Rough estimate of number of people attending			50			
Age range of attendees						
Under 16	16 – 18	19 – 25	26 – 35	36 – 45	46 – 55	55+
55+						
We would like to keep your details on file for the duration of the project, so we can contact you with project progress and or offers for updated talks.						
Are you happy for us to keep your details on file?			Yes	No		
<i>(By answering no all data above will be destroyed after the talk has taken place and it will not be kept on our database)</i>						
Would you like to be updated with project progress?			Yes	No		
Would you like to be offered updated project talks?			Yes	No		
After the talk we would very much appreciate your comments and feedback. Please email any comment or feedback to: gareth.owen@newforestnpa.gov.uk						
Data Protection Act - Fair Processing Statement						
Your personal information will be held and used in accordance with the Data Protection Act 1998 and in any event will only be kept for maximum of two years from date on the form. Information you provide to us on this form will accordingly only be used by us for the purpose for which it was provided. We will not intentionally pass your details onto a third party.						

unless obliged to do so by any statute, regulation or other legally binding authority including, but not limited to, government request.

Please return this completed form to:

Name: Gareth Owen

Email: gareth.owen@newforestnpa.gov.uk

Job title: Education and Outreach Officer
New Forest Remembers - Untold Stories of World War II