

The Koori Centre



The University of Sydney

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REQUEST FOR KOORI CENTRE STAFF GUEST SPEAKER

NB *To assist us in meeting your needs, this request should be received at least one month before the event date.*

Please complete the following details and return this form to the Manager, Executive Support at the Koori Centre. You will receive confirmation of participation within one week of receipt of request.

1 Academic Department/School/Faculty

2 Contact Person

Name: _____

Position/Title: _____

Contact Details: tel _____ fax _____

e-mail _____

3 Nature of Request: (Lecture, Tutorial, Talk, Panel Member, Presentation, Discussion, Welcome to Country etc.)

4 Topic, Time, Date, Duration and Location

Topic: _____

Time: _____

Date: _____

Duration: _____

Location: _____

5 Subject Outline

Please attach a Subject Outline and any other background reading material that would help prepare the guest speaker in respect of the aims, purposes and/or planned-for outcomes of the subject or course.

6 Participants

Number of students/participants in the group: _____

7 Other Information

Please include any other useful information e.g. if away from the Camperdown Campus, whether parking is available; if the location is difficult to find please attach a map; if a Panel Presentation, who the other Panel Members are and so on.

8 Financial Arrangements

Are there any financial arrangements that need to be considered in relation to this request? If so, please provide details:

Thank you for assisting us by providing this information.

Janet Mooney
Director
Koori Centre