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|  | **Office of the Chief Defence Scientist** David Warren Building Defence Establishment Fairbairn  24 Scherger Drive Canberra Airport  PO Box 7931 Canberra BC ACT 2610  Telephone: 02 6128 6301 Facsimile: 02 6128 6332 |

Thank you for inviting the Chief Defence Scientist to deliver a talk at:

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| ***Insert title, location and date(s)of the event*** |

Please provide the following information to enable Professor Monro to prepare her presentation for your event.

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| **Date/Time** | *Specific date and time of the talk. Specify whether Professor Monro’s commitment is only for the period of her talk, for a longer conference session, or forms an integral part of an event, such as a dinner speech.* |
| **Title of talk** | *As it will appear in the program.* |
| **Topic/context** | *Provide an outline of the topic and issues you want covered in the talk, so that it can be appropriately targeted.* |
| **Duration of talk** | *Speaking time, allocated question time.* |
| **Audience** | *Type of audience (industry, students, academics, etc.) Approximate numbers.* |
| **Acknowledgements** | *Names and titles of VIPs in the audience to be acknowledged.* |
| **Audio-visual equipment** | *Please specify the screen display format: 4:3,16:9 or 16:10.*  *We will normally provide a link to a DropBox folder containing the relevant PowerPoint presentation for the organisers to access prior to the event. Please advise if this is not workable for any reason.* |
| **Media** | *Are media representatives attending?* |
| **Recording** | *Is the talk to be recorded?  Will the talk or slides be posted on your website?* |
| **Venue** | *Details of the venue and address. Any helpful directions to get there.* |
| **Parking** | *Provide details of parking facilities.* |
| **Running sheet** | *Please provide closer to the event.* |
| **Point of contact** | *Name, phone, mobile phone and email address.* |

Once complete, please return this information to [media3@dst.defence.gov.au](mailto:media3@dst.defence.gov.au) and [dst.executive@dst.defence.gov.au](mailto:dst.executive@dst.defence.gov.au)