



DIABETES SA GUEST SPEAKING REQUEST FORM

Thank you for enquiring about Diabetes SA providing a speaker to your organisation. Diabetes SA is an independent, community based, member organisation dedicated to supporting people with diabetes and their families. We are a not-for-profit organisation and as a registered charity welcome the support of both individuals and organisations across the community.

Please complete the form below and fax back to Diabetes SA on 8234 2013 or post to Health Services, Diabetes SA, GPO Box 1930, Adelaide SA 5001.

Organisation Name: _____

Contact name: _____

Phone Number: _____

Email address: _____

Venue/Address of presentation: _____

(Please note out of the metropolitan area may incur additional travelling costs)

Audience: _____

Does anyone in the audience have diabetes? Yes / No

Approximate Numbers: _____
(As a minimum we require 10 people in attendance)

Preferred date of Presentation: All requests must be made at least 6 weeks in advance,
(Please list 3 dates) (Please note speakers are available Monday – Friday from 9am until 4pm)

Preferred Time of presentation: _____

Duration of presentation: _____

Topics: (please tick)

- Diabetes SA Services
- Staying healthy – preventing type 2 diabetes
- All you need to know about diabetes (general overview)
- Healthy Eating
- Workplace – healthy staff, healthy business

Other (please list): _____

Cost of Presentations:

Professional Organisations: \$150.00 per hour plus GST
(Diabetes Educators or Dietitian to present)

Other organisations - \$75.00 Donation, (limited bookings available throughout the year).
(May be a volunteer speaker)

(*please note a \$50.00 cancellation fee is applicable if presentation is cancelled with less than 24 hours notice)

Once we receive your booking form, we will endeavor to respond within 14 days.

Internal Use only:

Session booked: Date and time: _____

Session Confirmed – letters and invoice sent (Date sent: _____)

Presenter: _____

TRIMED in Guest Speaking Folder: _____

Notes:
