**Presentation request form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date / Time** | **Requesting Agency** | **Requester**  **name, phone, email** | **Presentation place and address** | **Requested Topic**  **(e.g. HIS, HCB…etc)** | **Requested Language (English, Cantonese, Mandarin, French or Korean)** | **Expected No of attendees** | **Group (age, gender, language level)** | **Equipment provided by requesting agency and remarks**  **(LCD + laptop, building access or parking information etc)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |