**Presentation request form**

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| **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)** |
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