**Visiting speaker submission template**

**This form should be used for submitting information for possible inclusion on the *geography southwest* CPD page recommending visiting speakers. Please use the examples on the website to guide you in the completion of this form.**

**Please submit as an attachment via email to** [**gswinfo@geographysouthwest.co.uk**](mailto:gswinfo@geographysouthwest.co.uk)

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| --- | --- |
| **Speaker details** | **Name:**  **Institution:**  **Contact details, including email:**  ***(Please only provide contact details that you have the written permission of the speaker to share on a public website)***  **Costs (fee required or free?):** |
| **Title of talk and duration** |  |
| **Target audience (e.g. GCSE, A level)**  **Any relevant links to syllabus/specification**  **Best suited for large or small audience, lecture or workshop** |  |
| **Brief summary of content** |  |
| **Why are you recommending the speaker?** |  |
| **Other comments (technical ICT requirements, PA, suitable venue, etc)** |  |
| **Your details** | **Name:**  Mugshot (optional)  **Position:**  **School:**  **Contact email:**  **Happy to be contacted for further details:** |

**If you have a photo of the speaker and their written permission to display it on a public website, please send it as an attachment to your email**