Speaker Information & Request Form (2023-2024)

Thank you for your interest in having a Friendship Bench speaker at your activity or event. In order to help us facilitate your request, please complete, and submit the following form (and any corresponding attachments).

Approval is generally based on these factors:

- If your event provides an outreach opportunity that is consistent with Friendship Bench's strategic plan; our mission, vision and values, or is of professional interest to the Friendship Bench leaders' and directors'.
- If we received your COMPLETED REQUEST FORM
- If the form is submitted at least 4 weeks prior to the desired presentation date
- If a Friendship Bench speaker is available on the date you've requested.

Unfortunately, it is not possible to honor all requests as we work with limited resources and high demand. Thank you for understanding.

Please send the completed speaker form or inquiries to: dorothy@friendshipbench.io and or jean.turner@friendshipbench.io

Please complete in this word document, do not print, hand write and submit scanned pages.

SECTION 1
PERSONAL & ORGANISATIONAL DETAILS

Contact Full Name & Position/Role	
Email	
Mobile Number	
Organization/ Agency Name	
For Profit/Not for Profit	
Organization/ Agency Website	
Organization/ Agency Social Media Channels. E.g. LinkedIn, Twitter, Facebook, Instagram, YouTube, Vimeo	

SECTION 2
EVENT/ ACTIVITY DETAILS

FRIENDSHIP BENCH®

Event/ Activity Title	
Event/ Activity Date *(If the event is more than one day indicate start and end dates)*	
Event/ Activity Location *Please include venue, city, and country or platform*	
Event/ Activity Website - if applicable (*If there has been a website set up for the event or page on the hosts website indicate here*)	
Event/ Activity Sponsor(s) *(Besides yourselves, are there any sponsors involved?)*	
Expected number of attendees / Channel reach	

// Who can attend this event/ activity?
// Is it open to the public?
// How much are general public tickets (if applicable)?	

Description of event/ activity: *Include your objectives, purpose or aims.*	
Overall topic(s) for discussion/ presentation at your event *(E.g. Mental Health + Youth + HIV + Psychiatry + Low Resource Settings)*	
Speaker being requested?	
If your preferred speaker isn't available, will you accept another speaker? (yes/no/maybe)	

SECTION 3
SPEAKERS FOCUS

Speakers role in event/ activity *Keynote Speaker, Panellist, Presenter, Meeting Participant, Interviewee, Other (define)*	
Presentation topic *What topic/theme/title are you requesting the identified Friendship Bench speaker present on?*	

If this is an interview we will request questions when and if your application is approved.	
Is the event/ activity live or pre-recorded?	
Is the event/ activity being recorded for repurposing afterwards? If so, where will it be made available afterwards?	
Requested length of time for the speaking engagement	
If applicable- Is there an included questions and answers session post speech or presentation?	
As a nonprofit, FB has limited financial capacity and budget channels, would you be able/willing to help defray costs associated with your visit/ an honorarium and/or ability to cover costs.	
If there is anything else you would like us to know or a special request that has not been covered in the above information please let us know here:	

Please send the completed speaker form or inquiries to: speakers@friendshipbench.io