Guest Speakers / Visitors Request Form

This request form should be completed each time a guest speaker or visitor is invited to HCT premises/online for the purposes of addressing staff, students and/or guests during conferences, seminars, symposiums or workshops. All guest speakers of any nationality must be approved by the security authorities prior to the visit. This request shall be submitted through the Happiness administrator in each campus.

Event Details	
Event Type:	International Conference
Event Name:	2025 Bright Start International Conference
Date of Event (From-To):	14 & 15 November
Venue (College):	HCT Abu Dhabi Campus, Sheikh Mohammed Bin Rashid Al Maktoum Street Al Mizn, Baniyas North
Subject of the Event (Detailed):	Early Childhood & Primary Education
Guest Details	
Guest Name:	
Nationality:	
Date of Birth:	
Passport Number:	
Unified Number (For UAE Nationals):	
EID Number, if any:	
Religion:	
Current Position:	
Qualification:	
Years of Experience:	
Marital Status :	
Contact Number:	
Email Address:	
Guest Speaker's current Location:	• Inside UAE Overseas
Required Documents	• Copy of Passport • Copy of Family book & Unified number for UAE guest. • Copy of ID & Residence Permit page for local guest. • Passport size color photograph. • CV • Highest Qualification
Approvers	
Event Requester :	Signature : Date:
Line Manager:	Signature : Date:
Campus/Department Director:	Signature : Date: