|  |  |  |
| --- | --- | --- |
|  | **WI Speaker****Booking Confirmation** | image001[1] |

To be completed by the Speaker and returned to the Programme Secretary as soon as possible in the enclosed stamped addressed envelope.

|  |  |
| --- | --- |
| **Speaker name:** |  |
| Address, including postcode: |  |
| Phone number: |  |
| Email: |  |

You are invited to give a talk on:

|  |  |
| --- | --- |
| Subject title: |  |
| **Name of WI:** |  |
| **Date speaking (day, month, year):** |  |
| **Expected time of arrival \*** |  | The meeting starts at \_\_\_\_\_\_\_\_and the business takes about \_\_\_\_\_\_minutes, after which you will be asked to give your talk |
| **Address of Venue:** |  |
| **Duration (minutes):** |  |
| **Agreed fee:** | **£** | **Estimate of: ::expenses:** | **£** |
| **Details of interest \*** |  |
| **Equipment required \*\*** |  |
| **Other requirements \*\*** |  |
| **Signed:** |  | **Date:** |  |

\* Speaker to complete.

\*\* Speakers are expected to bring all the equipment they require.