



# BOOKING FORM

## SPEAKER

Name: ..... Subject or Title:.....  
Contact: (T).....(M).....(E).....

### Facilities required:

Microphone and speakers: Y/N  
Data Projector: Y/N (Speaker to provide own computer, pointer etc)  
Other:.....

Brief description of your talk for inclusion in publicity material:  
.....  
.....  
.....

Expected duration of talk approx 30-35 mins plus approx 10-15 mins for questions and discussion. Maximum combined duration is 50 minutes.

## EXHIBITOR

Name of organisation:.....  
Subject of display:.....  
Name of contact person:.....  
Contact: (T).....(M).....(E).....

Number of standard sites (approx 2.5x2m) required @ \$100.00 per area:.....  
Preferred location: Inside: Y/N Outside covered: Y/N Outside open air: Y/N

### Facilities required:

Vehicle access to open air sites: Y/N (Not suitable for vehicles heavier than SUV's)  
Electricity (inside School only): Y/N (Note: subject to availability of power points)  
Generator: Y/N (Generators require prior written approval of organisers)

Brief description of your display for inclusion in publicity material (including any special requirements):.....  
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.....  
.....

Cheques payable to: Newham Mechanics Institute Inc. (ABN 80 540 551 378)  
or EFT: BSB 06 3806 Acc 10023717 Newham Mechanics Institute Inc. CBA Woodend  
\$.....