

SPEAKER BOOKING

To confirm your booking please complete the below sections and return the signed form to joel@dca.org.au

Organisation Details:

Organisation: Australian Communications and Media Authority

Contact name and title: Executive Officer Content Division

Contact phone: Contact email:

Engagement Details:

Date of engagement: 28-May-25 Duration: 90 mins

Start time: 10am Finish time: 11.30am

Venue address or Virtual:

Address:

☒ MSTeams ☐ Zoom Other:

DCA representative:

☐ ☐ ☐ ☒ Other

Other:

Date of pre-briefing: TBC

Engagement type:

☒ Speaking ☐ Panel ☐ MC ☐ Keynote ☐ Roundtable
☐ Webinar ☐ Fireside Chat

Other:

Topic and Outline: Inclusive language at work, based on the "Words at work" resources and "I

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Logistics:

Arrival time: -

Contact person on day: Mobile:

Expected numbers: max 75

Audience description:

Traditional owners of the land to be acknowledged:

The Wurundjeri people of the Kulin nation in Melbourne; the Ngunnawal people of the Ngunnawal

Allocated Q&A:

Will equipment (i.e. audio-visual, lapel microphone, lectern) be available? ☐ Yes ☐ No

If so, please list: N/A

Presentation required by:

Any other information regarding session (i.e. other speakers or topics):

Travel:

Flights and Accommodation required:

Flights: ☐ Yes ☒ No Accommodation: ☐ Yes ☒ No

Travel to be organised by: ☐ Member ☐ DCA

Media:

Will media be attending? ☐ Yes ☒ No

DCA media contact is

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Booking Fees (including GST):	Agreed fee \$: 4,000	TOTAL \$: \$4,000
	Travel costs \$: N/A	
	Other costs \$: N/A	

APPROVAL AND AGREEMENT

By signing this form:

- The fee is to be paid to DCA before the event's scheduled date as above. The fee includes up to 2 hours for preparation and attendance at a pre-event briefing arranged by the booking organisation (if required).
- All costs incurred by DCA for travel (which covers, but is not limited to interstate/intrastate travel, accommodation as well as all taxi, parking charges, car hire etc) will be reimbursed to DCA by the booking organisation. These costs will be invoiced after the event as expenses.
- This fee is non-refundable. Any notice of cancellation received by DCA more than two weeks prior to the date of the event will receive a credit for a future event. If cancelled less than two weeks out the whole amount is still to be paid.
- The fee can be paid by EFT or credit card.
- You agree the above booking requirements are correct and accept our fee along with the terms and conditions for fee payment outlined above.
- You agree that, if in the event of a Covid-19 related lockdown or restrictions being imposed, DCA will work with you, to amend any face-to-face bookings to a virtual delivery format (with an appropriate credit being issued for the pricing difference) or offer you a mutually suitable rescheduled workshop date subject to the above notice requirements.
- You agree that DCA owns, or is licensed to use, the intellectual property, including copyright, in all content contained in any presentation. You agree not to record, reproduce, publish, communicate to the public or adapt any DCA content. If you are a DCA Member, the use of any content is governed by the Terms of Membership and use of Members Only Area found [here](#).

Name:

Title: Date:

Signature: