**Sue Ellson Speaking or Training Request**

***Please Note***

*All of my professional and pro bono work is researched, educational and tailored for the specific audience and does not include a sales pitch or lead to paying clients. A one hour personalised presentation requires a minimum of four hours of my time (not including travel) and includes the digital slides or handouts, recording and re-use rights. I can only offer a limited number of free/exchange presentations.
<https://www.linkedin.com/pulse/sorry-we-dont-have-budget-sue-ellson-1c>*

***Recommended Three Question Evaluation Form***

 *1. What has been most helpful?*

*2. What else would have been helpful?*

*3. What will you do next?*

[*https://www.linkedin.com/pulse/happy-helpful-hurtful-sheets-only-three-questions-you-sue-ellson*](https://www.linkedin.com/pulse/happy-helpful-hurtful-sheets-only-three-questions-you-sue-ellson)

*\* Items are essential*

**Date Prepared**

**Your Details**

*Contact Name*

*Contact Email Address\**

*Contact Phone Number*

*Organisation Name*

*Organisation Website*

*Organisation Brief Description*

**Presentation or Training Details**

*Preferred Date/s*

*Start Time*

*Finish Time*

*Title, Theme or Topic*

*Description (What would you like covered?)*

*Format or Type (Community Consultation, Conference, Course, Event, Facilitation, Festival, Fireside Chat, Forum, Guest Speaking, Keynote Speaking, Lecture, Media Interview, Newspaper Interview, Online Course, Panel Discussion, Podcast Interview, Presentation, Professional Development Session, Questions and Answers, Radio Interview, Seminar, Television Interview, Town Hall Event, Training, Tutorial, Virtual Summit, Workshop, Something Else)*

*Desired Outcomes*

*Onsite Location*

*Online Location*

*Approximate Audience Size*

*Audience Demographic Description*

*Attendance Fee Per Person*

*Do you have Paying Sponsors for this Event?*

*Do you have In-Kind Sponsors for this Event?*

*Will an Evaluation Form be completed?*

*Presentation Files Due Date*

*Have you invited other Presenters for this session?*

*Have you made a Call for Abstracts?*

*Due Date for Abstract Submission*

**Major Event Details (if part of a larger conference or event)**

*Major Event Name*

*Major Event Website*

*Major Event Approximate Audience Size*

**Promotion Details**

*Would you like Sue Ellson to share details of the event?*

*Would you like to photograph the session?*

*Would you like to video or audio record the session?*

*Would you like to distribute the photographs or recording?*

*Would you like to share the session content online or on social media?*

*Will the media be attending or covering this event?*

**After the Presentation Review Details**

*Can you provide an online Google Review of the Sue Ellson’s session?*

*Can you provide a written review of Sue Ellson’s session for online publication?*

**Presenter Details**

*Sue Ellson Photograph Requirements*

*Sue Ellson Biography Requirements (word limit)*

*Sue Ellson Photograph and Biography Due Date*

*Sue Ellson Travel Inclusions (if applicable)*

*Sue Ellson Session Fee Budget\**

**Other Details**

*Any other information you would like to share?*

**Processing**

Please email directly to sueellson@sueellson.com

For urgent requests, please call +61 402 243 271

Sue Ellson aims to respond within 24 hours of confirmed receipt