**EngTalksXtra Application Form**

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| **Part 1 – Applicant details** |
| **Name(s)** |  |
| **IET Network** |  |
| **Lead applicant email** |  |
| **Lead applicant telephone** |  |
| **City or region** |  |
| **Part 2 – Location, dates, speakers and themes** |
| **Proposed dates** | *Any to avoid?* |
| **Proposed venue** | *Is it booked/available?* |
| **Proposed theme / title** |  |
| **Proposed Insight speaker(s)** |
| **Proposed main speaker(s)** |  |
| **Speakers’ background** | *e.g. links to bio, work, news etc* |
| **Format** | *Are you proposing any alterations to a standard EngTalk format? If so, please provide details here* |
| **Part 3 - Promotion** |
| **What are the main topics to be covered by these talks?** | *List key words and subject areas* |
| **Why propose an event on this topic now? Why would people come to this event?** | *Outline trends and significant recent developments e.g. new regulations, technology development, market demand or competition etc* |
| **Part 3 - Audience** |
| **Who are the main market/audience and what type of company or person would attend?** |
| *e.g. Telecoms operators, Software Providers, Utilities, Students etc* |
| **Why might this talk appeal to young professionals & students?** |
| *Please detail how you would plan to reach a younger, diverse audience* |
| **Part 4 - Validation** |
| **Is there anything else that would help us determine how viable this application is?** |
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| **Video of the proposed speaker(s)** |
| * *Links to online video that will help us to assess the application (if available)*
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Please note there is no additional central budget to facilitate you in organising your EngTalkXtra so funds will need to be allocated from your current network budget or sourced from sponsorship.

Please complete this form and return to engtalks@theiet.org