Please return this completed form to [learninglegacy@hs2.org.uk](mailto:learninglegacy@hs2.org.uk).

This form should be completed when requesting a speaker from the HS2 Learning Legacy Network to attend an event to share their learning legacy. LLN members are identifiable by a badge against their author profile of the HS2 Learning Legacy website: <https://learninglegacy.hs2.org.uk/authors>. The Learning Legacy team will forward this request to the Learning Legacy Network member for acceptance so please provide as much detail as possible.

If your speaker request is more generally about HS2 rather than sharing learning legacy then please submit a speaker request to [publicaffairs@hs2.org.uk](mailto:publicaffairs@hs2.org.uk).

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| Event Summary | |
| **Speaker Request (delete as appropriate)**  Speech/presentation/panel/roundtable | **Requested speaker from the HS2 Learning Legacy Network (if known)**  Click here to enter text. |
| **Event theme and description**  Click here to enter text. | **Learning Legacy topic and themes**  Click here to enter text. |
| **Other confirmed speakers (REQUIRED: Name, Position and Organisation):**  Click here to enter text. | **Audience (make-up and numbers)**  Click here to enter text. |
| **Sponsors**  Click here to enter text. | **Press/media (delete as appropriate)**  Recorded/broadcast live/press attendance |
| **Speaker biography required?**  Yes/No | **Speaker photograph required?**  Yes/No |

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| Event Logistics | |
| **Date**  Click here to enter text. | **Location (include address)**  Click here to enter text. |
| **Time and length of speech**  Click here to enter text. | **Q&A? Please specify length, advanced questions?**  Click here to enter text. |
| **Contacts before and on the day of the event (include phone and email)**  Click here to enter text. | **Event/company website**  Click here to enter text. |
| **Organisation/event social media channels and hashtags**  Click here to enter text. | |

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| Any other information |
| **If there is any other information you feel is relevant, please put it here:**  Click here to enter text. |