



Application Presentation

Please complete the form as fully as possible so that the representative of the IND can optimally prepare for the presentation.

1 Details of applicant

1.1	Name organisation	_____	
		First name and surname	
1.2	Name contactperson	_____	
		Telephone number	E-mail
1.3	Contact	_____	_____
1.4	(Desired) date presentation	_____	
		Beginning time	End time
1.5	Duration	_____	_____

2 Background information

2.1	Please state the aim of the meeting and for whom it is intended	_____	
2.2	Please indicate the topic of the presentation	_____	
2.3	How many people are expected?	_____	
2.4	At which location will the meeting be held? <i>If you do not have a location which is suitable for a presentation, the presentation can be given at a location of the IND.</i>	_____	

2.5 Will the press be present?
If so, please state the names
of these media

2.6 Will there also be other
speakers?
If so, please state their topics

2.7 Which tools are on hand
for the speaker?
(*e.g. video projector, microphone
or overhead projector*)

3 Submitting the application

Please send or fax the completed form to: groepsvoorlichting@ind.nl