



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	_____	
1.3	Contact	Telephone number _____	E-mail _____
1.4	(Desired) date presentation	_____	
1.5	Duration	Beginning time _____	End time _____

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