*Please return the completed form to* ***events@impactinvest.org.uk***

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| **Impact Investing Institute: Speaker request form** | Text  Description automatically generated |
| **Contact Information** | |
| Host organisation |  |
| Contact name |  |
| Contact email address |  |
| **About the event** | |
| Date / time of event |  |
| Location |  |
| Link to event |  |
| Short event description |  |
| Event Type  (please select one) | In-person / Virtual / Hybrid / Pre-record |
| If hybrid, are the speakers required to be present in-person? |  |
| What is your projected audience size? | In-person:  Virtual: |
| Who is your target audience? (sector, seniority etc.) |  |
| What is the level of impact investing knowledge among your intended audience? | Advanced / Intermediate / Beginner  Other, please state |
| Is your audience practicing impact investing? |  |
| **Session specifics** | |
| Name of proposed Institute speaker |  |
| Title of the session / topic |  |
| Time and duration of the session |  |
| Speaking type  (please select one) | Host / Keynote / Moderator / Panellist / Interview / Fireside chat / Other (please specify) |
| What is the objective / key message of the session? |  |
| Are there any specific topics you would like the Institute to cover? |  |
| If keynote, are slides required? |  |
| If panel / moderator, who are the other proposed speakers? |  |
| Is Q&A part of this session? |  |
| **Publicity / promotion** | |
| Is this a public or private event?  (please select one) | Public / Private |
| Are journalists / media invited/expected? If so, who? |  |
| Has social media collateral been generated to advertise the event? |  |
| Are you proposing a mutual partnership with the Institute? |  |
| **Diversity Information** | |
| *The Impact Investing Institute has a strong commitment to Diversity, Equity and Inclusion and as part of this commitment, we assess the diversity characteristics of all of the external events we participate in.*  *We encourage all event organisers to consider gender and ethnicity balance on both their panels and events as a whole and request each organiser to share their DEI policy with us and the diversity goals they are working toward for the event.* | |
| What are your plans for considering diversity, equity and inclusion at your event? How will you ensure the event has gender and ethnicity balance?  *Please note, we will not offer a male representative to sit on an all-male panel unless there is a speaker ethnicity balance.* |  |