



REQUEST FOR ACKNOWLEDGEMENT OF COUNTRY

NB *To assist us in meeting your needs, this request should be received at least one month before the event date.*

Please complete the following details and return this form to the Executive Assistant (Tatum Touma) via email kooriadmin@sydney.edu.au . You will receive confirmation of participation within one week of receipt of request.

Please note that a fee of \$300 applies. A waiver of this fee may be granted in some instances, this will be decided on a case-by-case basis.

Please contact our Executive Assistant on 9351 4859 or via email kooriadmin@sydney.edu.au if you have any questions about a waiver.

1 Academic Department/School/Faculty

2 Contact Person

Name: _____

Position/Title: _____

Contact Details: Tel _____ Fax _____

Email _____

3 Nature of Request: (Lecture, Tutorial, Talk, Panel Member, Presentation, Discussion, Acknowledgement of Country etc.)

4 Topic, Time, Date, Duration and Location

Topic: _____

Time: _____

Date: _____

Duration: _____

Location: _____

5 Subject Outline

Please attach a Subject Outline and any other background reading material that would help prepare the guest speaker in respect of the aims, purposes and/or planned-for outcomes of the subject or course.

6 Participants

Number of students/participants in the group: _____

7 Other Information

Please include any other useful information e.g. if away from the Camperdown Campus, whether parking is available; if the location is difficult to find please attach a map; if a Panel Presentation, who the other Panel Members are and so on.

8 Financial Arrangements

Are there any financial arrangements that need to be considered in relation to this request? If so, please provide details:

Thank you for assisting us by providing this information.

Janet Mooney
Director