**Satellite Event Listing Form**

This is an electronic form. Please note that the information provided below will be used on the Safety 2020 website. Please fill this form out in Microsoft Word and save a copy to your computer. The saved form can then be attached to an email and returned.

**Important Information on Satellite Events:**

Satellite event refers to any activity which is independently organised, offered, and/or accredited by an organisation other than the Conference hosts; and held before or after Safety 2020.

The event being listed as a Satellite event does not constitute as endorsement of the event.

* Satellite events need to be aligned with the Conference, its objectives and values, if satellite events do not align with the conference they will not be advertised.
* Satellite events will not be advertised if they are being held during the official conference program.
* The event being listed as a Satellite event does not warrant the use of the Safety 2020 event logo on marketing material. To use the Safety 2020 logo, permission must be sort from the Public Health Association of Australia (PHAA). Any satellite event using the Safety 2020 logo or associate material to promote their event without permission may be removed from the website.

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| **Section 1 – Contact Details** | | | | | | | |
| Please note these details will be used by the PHAA for correspondence. | | | | | | | |
| **Company Name:** | |  | | | | | |
| **Contact Person:** | |  | | | | | |
| **Position:** | |  | | | | | |
| **Postal Address:** | |  | | | | | |
| **Suburb:** |  | **State:** |  | **Postcode:** |  |
| **Phone** | |  | | | | | |
| **Email:** | |  | | | | | |
| **Website:** | |  | | | | | |
|  | | | | | | | |
| **Section 2 – Event Overview Profile (to be used on the Conference website)** | | | | | | | |
| **Event Name:** | |  | | | | | |
| **Theme/Focus/Title:** (if applicable) | |  | | | | | |
| **Hosted by:** | |  | | | | | |
| **Start Time:** | |  | | | | | |
| **End Time:** | |  | | | | | |
| **Location, venue and room:** | |  | | | | | |
| **Target audience:** | |  | | | | | |
| **About the Event**:  Please write 100 - 200 words about the event | |  | | | | | |
| **Registration Link:** | |  | | | | | |
| **Cost:** (in AUD including GST)  To be advertised on the website | |  | | | | | |
| **Contact information:** For the event | | **Phone**:       **Email**: | | | | | |
| **Agenda/Flyer:** Do you have an agenda or flyer that can be made available on the website? | | Yes:       No:  If yes, please attached it with this form, it can also be added at a later date once available. | | | | | |
| **Section 3 – Organisation Logo** | | | | | | | |
| Please attached to the return email a logo in the following formats for the website listing. | | | | | | | |
| **PNG Format Logo** | Sent | | | | | | |
| **EPS Format Logo** | Sent | | | | | | |
| **Style guide if applicable** | Applicable/Sent  Not applicable | | | | | | |

**Please return completed form to:**

Nicole Rutter, Events & Capacity Building Manager  
**Public Health Association of Australia**  
**E:** nrutter@phaa.net.au