

How many people are expected and what is their background?

What must the target group know, do or be able to do after attending the presentation?

Will you provide the supporting documents? (we would like to receive these documents not later than one week in advance)

Will photographs be made during the presentation?

Will the press be present? If yes, what kind of press (local, national)?

Which activities will you undertake to publicise the presentation?

Will there also be other speakers? If yes, please state the names of these other speakers

What are the topics of the other presentations?

At which location will the presentation be held? *

Please describe the accommodation

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

Has a programme been prepared in advance? If yes, please send this programme to us.

Comments

Please send or fax the completed form to:
Immigratie- en Naturalisatiedienst
Afdeling Voorlichting
Postbus 3211
2280 GE Rijswijk

Faxnumber: 070 779 4640

** If you do not have a location which is suitable for a presentation, the presentation can be given at a location of the IND in Rijswijk.*