

SUNSMART OUTDOOR WORKPLACE SESSION BOOKING FORM



**Please complete and fax to Cancer Council ACT on 6257 5055
For more information please contact us on 6257 9999**

contact details:

Organisation.....
ABN number.....
Industry type.....
Contact name.....Position.....
Postal address.....postcode.....
Phone.....Email.....

session details:

Confirmed date/s for presentation

Confirmed time/s for presentation

Location of presentation (and parking instructions)

No. of participants (max 30 per session)

Venue description (eg lunch room, boardroom, seminar room, site office/shed).

Audience description (eg construction, telecommunication, office workers, other).

session equipment:

The SunSmart presenter will require a data projector and laptop/pc for the presentation. Are you able to provide?

Data projector yes no
Laptop/pc (Compatible with PowerPoint 2007/10) yes no
Will the presenter have access to USB ports? yes no

Workplace profile:

Name of person in charge of OH&S within your organisation.....

An OH&S officer (or equivalent) **MUST** attend this session.

Name of person attending this session.....

Email of person attending this session.. ..

**Cancer Council will forward a post session follow up email to this person and the person who organised this session*

Does your workplace have a sun protection policy for outdoor employees?

- yes (please attach a copy) no unsure

Are there any particular issues relating to sun protection in the workplace that you would like the session to address?

Has your organisation hosted a Cancer Council ACT SunSmart Workplace Session in the past?

- yes. When..... no unsure

How did you find out about Cancer Council ACT's SunSmart Workplace Sessions?

- Cancer Council website Helpline Contacted Cancer Council Brochure Past contact with Cancer Council Word of Mouth Other.....

payment:

A standard 1 hour SunSmart Outdoor Workplace session is \$350.00 (inc GST).

2 standard sessions \$640.00

3 standard sessions \$900.00

4 standard sessions \$1100.00

**All sessions will include question time and handouts for all participants. The workplace will also receive a guide book for employers and posters plus a 10% discount on any workplace sunscreen purchases during the next 12 months from the Cancer Council ACT shopfront.*

Our sessions are heavily discounted for community and not for profit organisations.

**An invoice will be sent to your workplace after the session.*

I hereby agree to give Cancer Council ACT at least two (2) working days notice for cancellation of any bookings and understand the amount of \$116.00 will be payable if such notice is not received.

Signature..... Name (please print)..... Date.....

www.actcancer.org

