



International - Information request form

Before Ofcom can assess your request, we would appreciate you completing the following form and returning it to: ofcom.international@ofcom.org.uk

We will endeavour to respond to your request within 7 working days.

Key Information	
Name of Agency/Ministry	
Purpose of Visit	
Number of Delegates	
Proposed Dates for Visit	
Any flexibility in proposed visit dates?	
Have you or your organisation visited Ofcom before? Is yes, please state when	

Contact Information	
<i>Please indicate a point of contact for preparations prior to a possible meeting</i>	
Name	
Agency	
Email & Telephone:	

Head of Delegation	
Name	
Title and Responsibilities	

Delegation Members Please indicate the names of everyone in your delegation	
Name (please indicate title etc: Mr/Mrs/Ms) and	

CAPITALISE Surname	
Delegation Members – Please indicate if your delegation will be bringing a translator? If a lunchtime meeting is agreed, please indicate if anyone in your delegation has any dietary requirements?	
Will you be bringing a translator or any simultaneous translation equipment?	
Does anyone in your group have any dietary requirements?	

Topics of Interest: Please provide as much information as possible on any questions which you would like to raise with Ofcom - this will assist Ofcom in preparing its presentations & responses.	
Please detail any specific questions which your delegation would like to raise with Ofcom?	

Presentation/s Ofcom is interested in learning as much as it can from visiting delegations regarding their domestic regulatory challenges and market structures. Please indicate if any members of your delegation are prepared to present either an overview of the reasons for your visit, or any of the topics of relevance to the meeting agenda?	
Presenter/s	
Topic/s	

Background Briefing

Please provide a brief description of your Agency/Department/Ministry and its main responsibilities.

Please also attach any supporting documents which might provide further background information.