

## Speaker Request Form

### Contact Information:

Sponsoring Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Position: \_\_\_\_\_  
 Contact Phone/Fax Number: Contact E-mail: \_\_\_\_\_  
 Contact Address: Website URL: \_\_\_\_\_

### Please Describe Your Program:

Date of Program: \_\_\_\_\_  
 Time of Program: \_\_\_\_\_  
 Location of Program: \_\_\_\_\_  
 Name of Program: \_\_\_\_\_  
 What is the Purpose of the Program: \_\_\_\_\_  
 Target Audience: \_\_\_\_\_  
 Requested Speaker (if you are interested in a particular speaker): \_\_\_\_\_  
 Proposed Topic(s): \_\_\_\_\_  
 Time of Speaker's Presentation: \_\_\_\_\_  
 Length of Presentation: \_\_\_\_\_  
 Presentation Format (panel, speech, roundtable, etc.): \_\_\_\_\_  
 Approximate Size of Audience Expected: \_\_\_\_\_  
 Will speaker be compensated for engagement? Amount Paid? (Payment not required for consideration of this request.) \_\_\_\_\_  
 Will payment of speaker's travel-related expenses be offered? If yes, please complete the following:

Nature of Expense <i>(e.g., plane ticket, hotel room, meals, rental car, waiver of conference fee, other)</i>	If event sponsor will not be source of payment, please identify source	Payment by check (C) or in-kind (K)	Payment amount

Please provide any needed information on directions, how early the speaker should arrive before the presentation, where to report upon arrival, etc.: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Written Materials/Biography:

Due Date for Written Materials & Biography: \_\_\_\_\_  
 E-mail address where written materials & biography can be sent: \_\_\_\_\_

### Audio/Visual Equipment:

If audio/visual is used, is the sponsor capable of making arrangements? (Computer, video display, print needs etc.) \_\_\_\_\_  
 Contact Person for audio/visual arrangements: \_\_\_\_\_