



SPEAKER REQUEST FORM

Speaker Name: _____

Date: _____

Requesting Party: _____

Point of Contact

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Contact Mailing Address: _____

Event Information

Event Date: _____

Event Description: _____

Event Start Time: _____ End Time: _____

Event Location: _____

Expected Attendees: _____

Audience Size: _____

Other Presenters: _____

Post-Event Debriefing Session? _____ Q&A? _____

Pre-Conference Planning Meetings? _____



Individual Information

Speaker's Role: _____

Event Start Time: _____ End Time: _____

Speaker's Start Time: _____ End Time: _____

Who Will Introduce? _____

Speaker's Presentation Topic:

What to Provide

Slide Deck: _____ Due: _____

Slide Template: _____ Due: _____

Biography: _____ Due: _____

Photo: _____ Due: _____

In-Person Events

Meeting Location: _____

Dress Code: _____

Travel Liaison Name: _____

Travel Liaison Phone: _____

Travel Liaison Email: _____

Other Travel Details: _____



Facilities and Equipment

Sound System: Y/N

Screen: Y/N

Microphone: Y/N

Camera: Y/N

Technical Support Contact: _____

Podium: Y/N

Projector: Y/N

Microphone Type: _____

Other: _____

Compensation/Misc.

Honoraria: Y/N

Submit Expenses: Y/N

Forms Required:

Photo Release: Y/N

Audience Feedback:

Additional Information or Expectations:

SPEAKER'S REQUESTS

Emails

- Confirm event details via email with clear headers
- Send separate Zoom link with clear email header
- Limit one topic per email

Reminders

- Request a reminder of our next meeting
- Request 3 reminders of dates and times:
meetings/event/debrief

Planning

- Detail potential conflicts, political/sensitive issues
- Quick intros at start of each planning meeting
- Send out minutes of previous meeting and agenda for upcoming meeting
- Request technology practice sessions

Other

- _____
- _____
- _____

Notes: