

# Speakers Bureau Request Form

Please complete this form. We generally request at least six weeks' notice prior to your requested date to allow ample time to secure a speaker. We will confirm the engagement within two weeks of receipt of request.

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(Please print)

Name \_\_\_\_\_ Organization \_\_\_\_\_

Requested date \_\_\_\_\_ Time \_\_\_\_\_ Second date \_\_\_\_\_ Time \_\_\_\_\_

Virtual  In-person Location \_\_\_\_\_

Format  Presentation  Speaking only

How many attendees are you expecting? \_\_\_\_\_

What is the expected presentation length? \_\_\_\_\_

Topic(s)

Audience

Language preference (if not English) \_\_\_\_\_

How will you promote this?

Will you require a headshot/bio?  Yes  No