



PLEASE COMPLETE AND FORWARD TO: disa.meade.bd.mbx.public-affairs@mail.mil

Speaking Information Request

Please take a moment to provide the requested information. This information will allow DISA to make a better assessment in meeting your request and expectations.

SPEAKER INFORMATION	
Requested DISA speaker	
Is an alternate speaker acceptable?	<input type="checkbox"/>
By what date do you need a definitive answer?	
Requested topic(s)	
Format (e.g. keynote, moderated, or panel discussion)	
If moderated or panel discussion, provide proposed topic(s) and questions for the event.	
Requested speaking date(s)	
Speaking time (include time zone)	
List the confirmed speakers for your requested date. Please attach speaker bios	
List invitees of commensurate position to the DISA speaker (include rank/title/organization)	
List confirmed invitees of commensurate position (include rank/title/organization)	
What topics will the other speaker(s) cover?	
Engagement objective (e.g, exhibit, recruitment, etc.)	
Speaker attire	



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EVENT INFORMATION			
Event name			
List all hosting organizations			
Event date and time (include time zone)			
Event location			
Event website			
Virtual event platform			
For virtual events: Provide guest log-in information for DISA staff (link, password, etc.)			
Event POC			
Event POC phone			
Event POC email			
Event social media POC (include email/phone)			
Host organization's social media links (Twitter, IG, etc.)			
Identify past DISA support (e.g. previous speaking engagements)			
Is the speaker required to pay a registration/other fee?		What is the highest cost (if any) for registration?	
What is the value of any meal provided?			
Is the event open to the public? (May anyone attend or only select invitees?)			
Can/will media/bloggers or reporters attend?			
Size of anticipated audience			
Audience demographic			
Confirmed media outlets attending the event			
Will event be recorded?		If yes, provide the date it will be available for viewing and the link for the on-demand viewing	



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Please use this space to provide more detail of any items requested above and to offer additional information that may assist DISA is processing your request.