Speaker & Presentation Request Form

Contact & Event Information

1. Contact Information of Requester

Name

Organization

Email Address

Phone Number

2. If you previously submitted an online request, please indicate whether this is an additional request or a revision of your previous request:

- ◯ This is a Revision to my previous request
- ◯ This is a new request

3. Event Title

4. Event Date

(Requests must be received at least 30 days prior to event date)

Date

MM/DD/YYYY

5. Is the date and time of the event flexible?

- ◯ Yes
- ◯ No

6. Provide details for multiple or flexible dates and times:

7. Event Location:

8. Event Time (If Set)

Event Start Time

hh mm

Event End Time

hh mm

Requested Speaker Start Time

hh mm

9. Estimated attendance:

10. Other Scheduled Speakers:

11. If you have been in communication with someone at DOJ concerning this request, please provide their name(s):

12. Is the event open to the public?

Yes No

13. Is media coverage expected?

- ◯ Yes
- ◯ No

14. Will the event be taped or broadcast?

- ☐ Taped
- ☐ Broadcast
- ☐ Neither

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Presentation Details

15. Presentation Topic

- ☐ Human Trafficking
- ☐ NetSmartz/ICAC
- ☐ Other (please specify)

16. What do you want the audience to learn about the topic?

17. Audience and Key Participants

- [ ] Law Enforcement
- [ ] Public Health/Medical
- [ ] Business/Company
- [ ] Social Services
- [ ] Civic/Community Group
- [ ] General Public
- [ ] Educators
- [ ] Multidisciplinary/Mixed
- [ ] Youth
- [ ] Other (please specify)

18. Type of Presentation Requested

- [ ] General Presentation
- [ ] Conference Breakout Session
- [ ] Panel Discussion
- [ ] Keynote/Plenary

Other (please specify)

19. Length of Requested Presentation

20. Indicate AV Equipment Available

- [ ] Sound System
- [ ] WiFi/Internet Access
- [ ] Laptop
- [ ] Microphone
- [ ] LCD Projector
- [ ] None
- [ ] Screen

21. Additional comments or details about your event or request: