

## Screenshots of GSA [Speaking Engagement Form](#) 6/27/2024

The image displays two screenshots of the GSA Speaking Engagement Form, comparing the desktop and mobile versions. The top screenshot shows the 'Event Information' section, and the bottom screenshot shows the 'Is the organization' section.

**Event Information**

We appreciate your request for a GSA speaker at your event. Please fill out this form with all relevant event information, and someone from the agency's Office of Strategic Communication will be in touch via email within 1-3 business days.

*Note: Form submission does not confirm GSA's participation. Incomplete forms will not be considered. Requests must be submitted a minimum of 30 days before the event.*

Name of Organization

Is the organization (check all that apply)

**Is the organization (check all that apply)**

☐ For profit  
☐ Not for profit  
☐ Registered lobbyist  
☐ News organization/outlet  
☐ Other (describe)

Event Name / Title

Event Location

If this is a hybrid event, please check both boxes and fill out the requested information.

☐ Address (provide location address)   
☐ Virtual (provide web address)

Event Website (if applicable)

Event Sponsor(s)

feedback.gsa.gov/jfe/preview/previewid/ac7bb5fa-a5a1-45d2-af0b-561e3d7437a/SV\_b1Nhb8Xo30QutH7Q\_CHI - preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

☐ Address (provide location address)   
☐ Virtual (provide web address)

Event Website (if applicable)

Event Sponsor(s)

Event Purpose / Goal

Proposed agenda (include webpage if applicable)

Next

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12:29  
☐ Address (provide location address)   
☐ Virtual (provide web address)   
 Event Website (if applicable)  
  
 Event Sponsor(s)  
  
 Event Purpose / Goal  
  
 Proposed agenda (include webpage if applicable)  
  
 Next

3:00 PM 4/27/2014

feedback.gsa.gov/jfe/preview/previewid/ac7bb5fa-a5a1-45d2-af0b-561e3d7437a/SV\_b1Nhb8Xo30QutH7Q\_CHI - preview&Q\_SurveyVersionID=current

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0% 100%

**GSA**

**Audience**  
 Please include estimated number of attendees/approximate audience size, audience breakdown e.g. % industry/government/other, and note if membership is required to attend.

**Honorable Guests**  
 List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

Will the event be open or closed press?

12:29  
 0% 100%  
**GSA**  
**Audience**  
 Please include estimated number of attendees/approximate audience size, audience breakdown e.g. % industry/government/other, and note if membership is required to attend.  
  
**Honorable Guests**  
 List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

3:00 PM 4/27/2014

feedback.gsa.gov/jfe/preview/previewid/ac7bb5fa-a5a1-45d7-af05-561a3d0437a/SV\_b1NtH6bX6s30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

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% industry/government/other, and note if membership is required to attend.

Honorable Guests  
List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

Will the event be open or closed press?

☐ Open to press  
☒ Closed to press

Back Next

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12:29  
audience breakdown e.g. % industry/government/other, and note if membership is required to attend.

Honorable Guests  
List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

Will the event be open or closed press?

☐ Open to press  
☒ Closed to press

3:07 PM  
6/27/2014

feedback.gsa.gov/jfe/preview/previewid/ac7bb5fa-a5a1-45d7-af05-561a3d0437a/SV\_b1NtH6bX6s30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

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event.

Will the event be open or closed press?

☒ Open to press  
☐ Closed to press

Describe and provide media list

Back Next

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12:29  
participating in/ attending the event

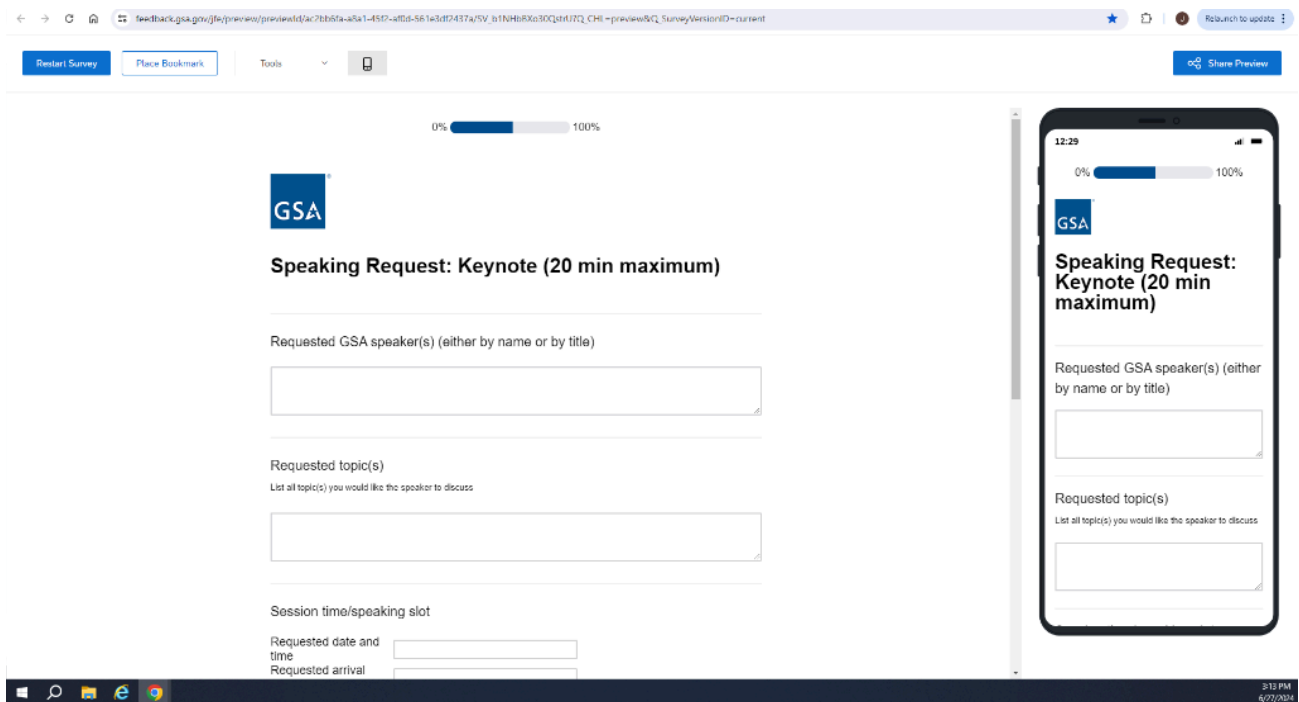
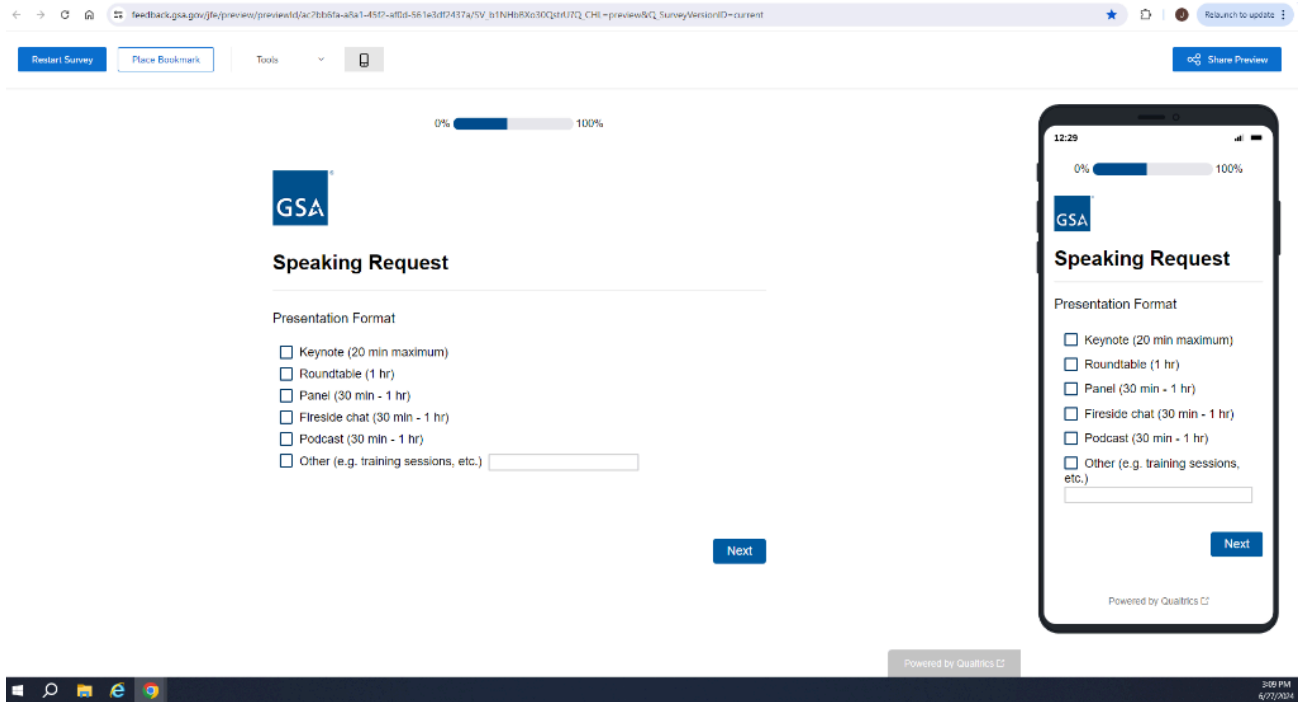
Will the event be open or closed press?

☒ Open to press  
☐ Closed to press

Describe and provide media list

Back Next

3:07 PM  
6/27/2014



feedback.gsa.gov/jfe/preview/previewId/ac7bb6fa-afa1-45d2-af0d-561e3d7437a7SV\_b1NhbR9x30Qtdt47Q\_CHI - preview&Q\_SurveyVersionID=current

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Share Preview

Requested arrival time   
Event time zone

**Intended Questions**  
List all proposed questions the moderator will ask the GSA speaker

**Logistics**

	No	Yes
Will there be an audience Q&A?	<input type="radio"/>	<input type="radio"/>
Are slides needed?	<input type="radio"/>	<input type="radio"/>

Back Next

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3:14 PM 6/27/2024

feedback.gsa.gov/jfe/preview/previewId/ac7bb6fa-afa1-45d2-af0d-561e3d7437a7SV\_b1NhbR9x30Qtdt47Q\_CHI - preview&Q\_SurveyVersionID=current

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Share Preview

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**Speaking Request: Roundtable (1 hr)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)  
List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date and time   
Requested arrival

0%  100%

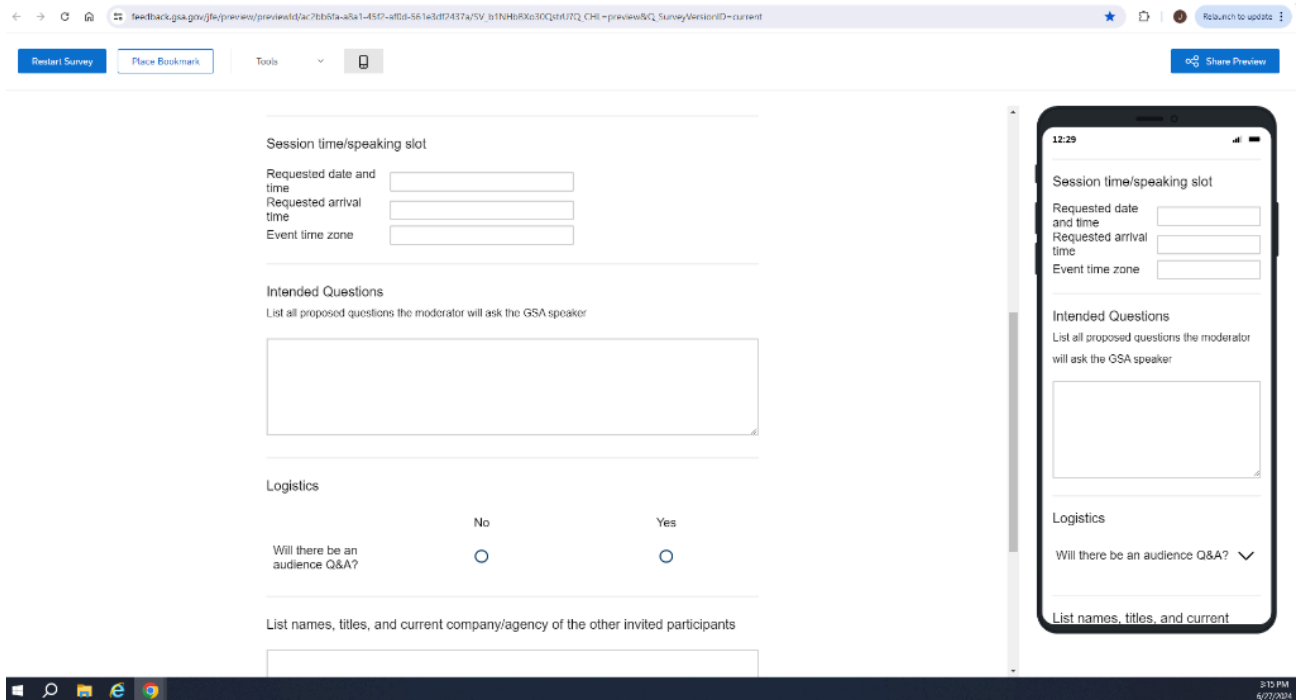
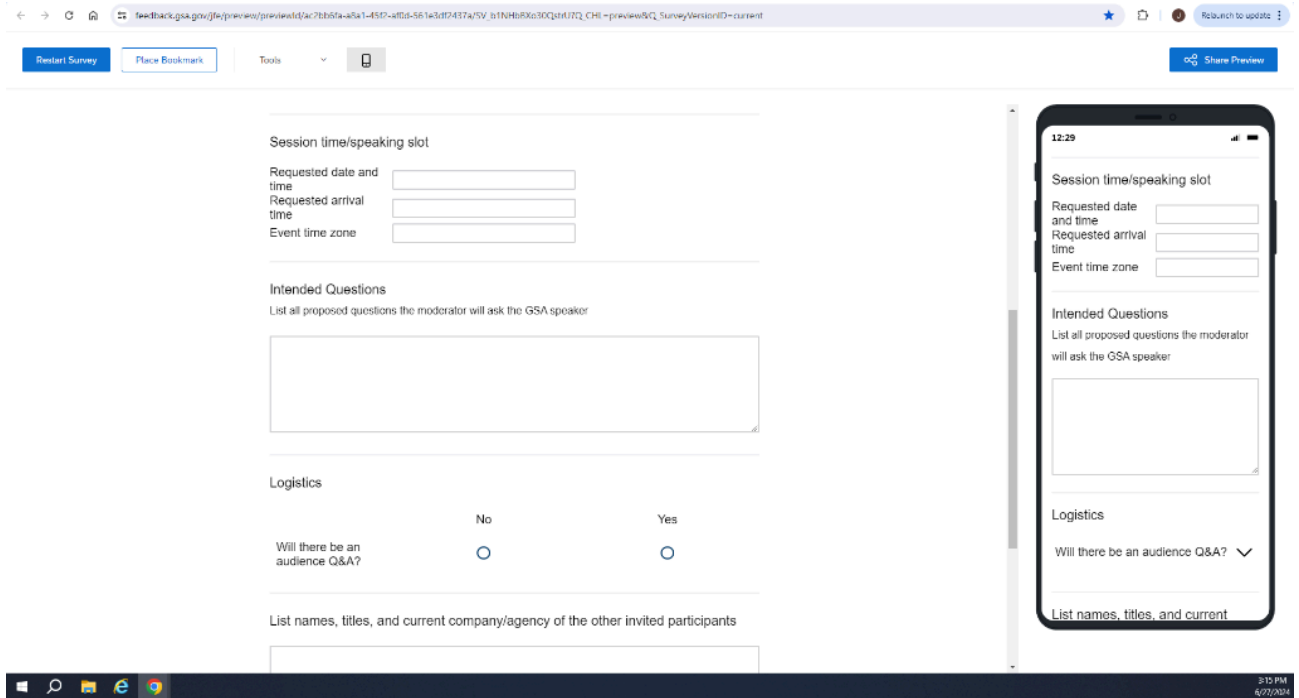
**Speaking Request: Roundtable (1 hr)**

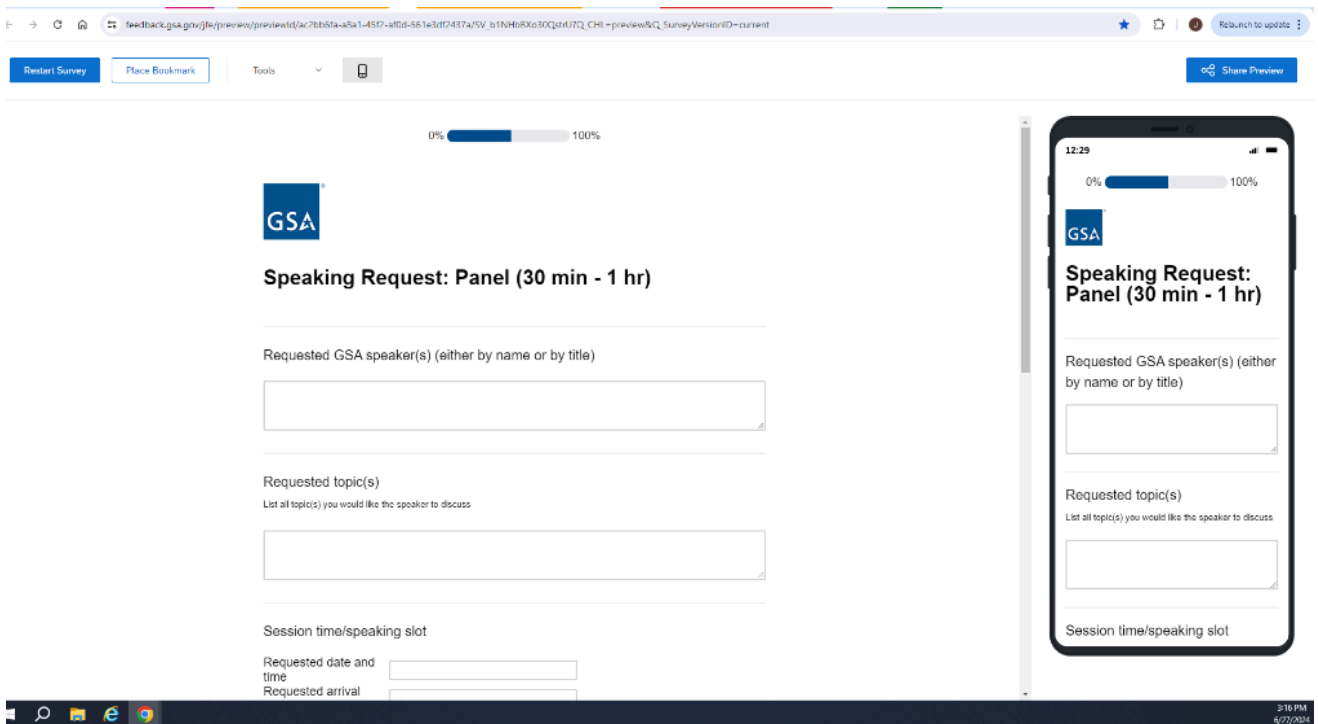
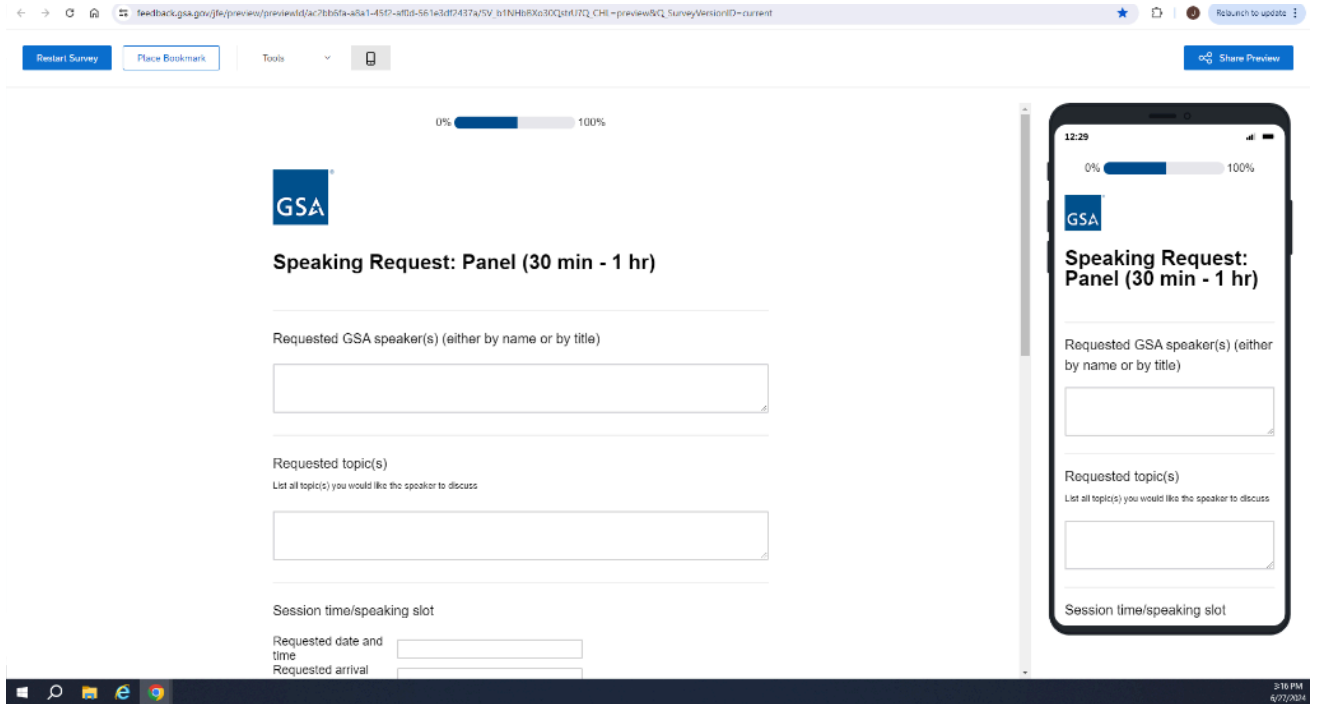
Requested GSA speaker(s) (either by name or by title)

Requested topic(s)  
List all topic(s) you would like the speaker to discuss

Session time/speaking slot

3:14 PM 6/27/2024





feedback.gsa.gov/feedback/preview/previewId/ac7bb6fa-a5a1-45d-a0f5d-561a3d7437a/5V\_b1NHB6Xo30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker

Logistics

Will there be an audience Q&A? ☐ No ☐ Yes

List names, titles, and current company/agency of the other invited participants

12:29

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker

Logistics

Will there be an audience Q&A? ☐ No ☐ Yes

3:19 PM 6/27/2024

feedback.gsa.gov/feedback/preview/previewId/ac7bb6fa-a5a1-45d-a0f5d-561a3d7437a/5V\_b1NHB6Xo30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

Logistics

Will there be an audience Q&A? ☐ No ☒ Yes

List names, titles, and current company/agency of the other invited participants

Moderator name, title, and current company/agency

Back Next

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12:29

Logistics

Will there be an audience Q&A? ☒ Yes

List names, titles, and current company/agency of the other invited participants

Moderator name, title, and current company/agency

Back Next

3:25 PM 6/27/2024



feedback.gsa.gov/jfe/preview/previewId/ac7bb6fa-a5a1-45d0-af0d-561e3d7437a/SV\_b1NhbR3e30QjM7Q\_CHI - preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

0% 100%

**GSA**

**Speaking Request: Fireside chat (30 min - 1 hr)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)  
List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date and time

Requested arrival

12:29 0% 100% **GSA** **Speaking Request: Fireside chat (30 min - 1 hr)** Requested GSA speaker(s) (either by name or by title) Requested topic(s) List all topic(s) you would like the speaker to discuss

3:25 PM 6/27/2014

feedback.gsa.gov/jfe/preview/previewId/ac7bb6fa-a5a1-45d0-af0d-561e3d7437a/SV\_b1NhbR3e30QjM7Q\_CHI - preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions  
List all proposed questions the moderator will ask the GSA speaker

Logistics

Will there be an audience Q&A? No Yes

List names, titles, and current company/agency of the other invited participants

12:29 0% 100% **GSA** **Session time/speaking slot** Requested date and time Requested arrival time Event time zone **Intended Questions** List all proposed questions the moderator will ask the GSA speaker **Logistics** Will there be an audience Q&A? Yes List names, titles, and current

3:26 PM 6/27/2014

feedback.gsa.gov/jfe/preview/previewId/ac7bb5fa-a5a1-45d2-afdd-561a3d2437a/5V\_b1NHB8Xo30Qzntf7Q\_CHE=preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

Logistics

Will there be an audience Q&A? ☐ No ☒ Yes

List names, titles, and current company/agency of the other invited participants

Moderator name, title, and current company/agency

Back Next

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12:29

Logistics

Will there be an audience Q&A? ☒ Yes

List names, titles, and current company/agency of the other invited participants

Moderator name, title, and current company/agency

Back Next

3:28 PM 6/27/2024

feedback.gsa.gov/jfe/preview/previewId/ac7bb5fa-a5a1-45d2-afdd-561a3d2437a/5V\_b1NHB8Xo30Qzntf7Q\_CHE=preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

0% 100%

GSA

**Speaking Request: Podcast (30 min - 1 hr)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)  
List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date and time

Requested arrival

0% 100%

GSA

**Speaking Request: Podcast (30 min - 1 hr)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)  
List all topic(s) you would like the speaker to discuss

3:27 PM 6/27/2024

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 Restart Survey Place Bookmark Tools Share Preview Relaunch to update

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker

Moderator name, title, and current company/agency

Back Next

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12:29

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker

Moderator name, title, and current company/agency

Back Next

3:27 PM 6/22/2014

feedback.gsa.gov/j6/preview/previewId/ac7eb65a-a5a1-45d7-a0d8-561a3d7437a7/SV\_b11NHbRXa30QdH7Q\_CHI-  
 Restart Survey Place Bookmark Tools Share Preview Relaunch to update

**GSA**

**Speaking Request: Other (e.g. training sessions, etc.)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)

List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

**GSA**

**Speaking Request: Other (e.g. training sessions, etc.)**

Requested GSA speaker(s) (either by name or by title)

Requested topic(s)

List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

3:31 PM 6/22/2014

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Restart Survey Place Bookmark Tools Share Preview

Session time/speaking slot

Requested date and time

Requested arrival time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker

Back Next

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3:32 PM 6/27/2024

feedback.gsa.gov/jfe/preview/previewid/ac7bb6fa-a5a1-45d7-af6d-561e3df2437a/SV\_b1Nhb8Xo30QpdtJ7Q\_CHI=preview5Q\_SurveyVersionID=current

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0% 100%

GSA

Deadline for acceptance (provide in mm/dd/yyyy format i.e. 01/01/2024)

mm/dd/yyyy

Cost of attendance (please include member and nonmember price, if applicable)

Offer of Payment / Reimbursement

☐ None

☐ Dining

☐ Lodging

☐ Travel

☐ Other

Disclaimer / Release Form

Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

0% 100%

GSA

Deadline for acceptance (provide in mm/dd/yyyy format i.e. 01/01/2024)

mm/dd/yyyy

Cost of attendance (please include member and nonmember price, if applicable)

Offer of Payment / Reimbursement

☐ None

☐ Dining

☐ Lodging

☐ Travel

3:32 PM 6/27/2024

[Restart Survey](#)
[Place Bookmark](#)
Tools
[Share Preview](#)

Disclaimer / Release Form

Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

☒ Yes
☐ No

Please upload a fillable PDF of the disclaimer/release form. If you have any questions or are unable to upload the document, please email [speakingengagements@gsa.gov](mailto:speakingengagements@gsa.gov).

Drop files or click here to upload

Additional information you'd like GSA to know about this event and/or speaking engagement

If you have any questions or need help completing the Speaking Engagement

Other

Disclaimer / Release Form

Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

☐ Yes
☒ No

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[Back](#)
[Submit](#)

12:29

Disclaimer / Release Form

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☒ Yes
☐ No

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Drop files or click here to upload

12:29

Other

Disclaimer / Release Form

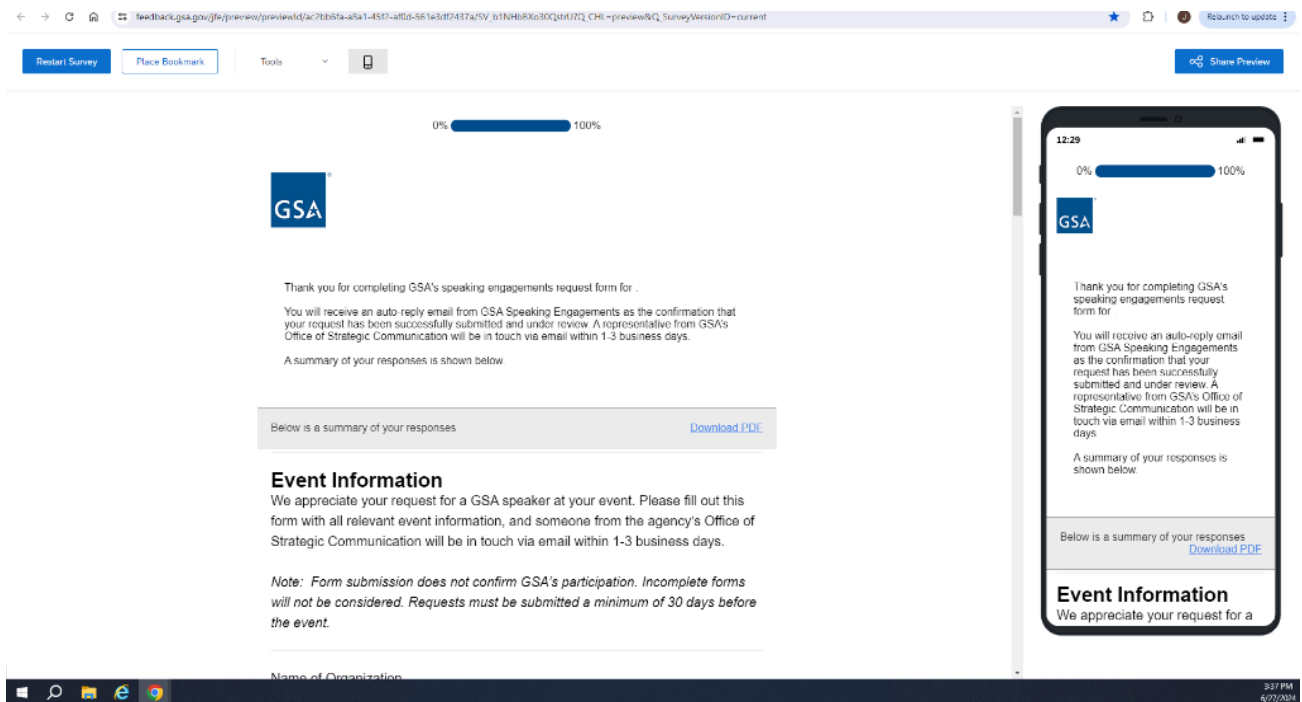
Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

☐ Yes
☒ No

Additional information you'd like GSA to know about this event and/or speaking engagement

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13



feedback.gsa.gov/feedback/preview/previewId/ac7bb6fa-a5a1-45d7-afdd-561a3d7d437a/SV\_b1NhbR0x30QdU7Q\_CHE=preview&C\_SurveyVersionID=current

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### Event Information

We appreciate your request for a GSA speaker at your event. Please fill out this form with all relevant event information, and someone from the agency's Office of Strategic Communication will be in touch via email within 1-3 business days.

*Note: Form submission does not confirm GSA's participation. Incomplete forms will not be considered. Requests must be submitted a minimum of 30 days before the event.*

Name of Organization

Is the organization (check all that apply)

☐ For profit

☐ Not for profit

☐ Registered lobbyist

☐ News organization/outlet

☐ Other (describe)

Event Name / Title

12:29

submitted and under review. A representative from GSA's Office of Strategic Communication will be in touch via email within 1-3 business days.

A summary of your responses is shown below.

Below is a summary of your responses [Download PDF](#)

### Event Information

We appreciate your request for a GSA speaker at your event. Please fill out this form with all relevant event information, and someone from the agency's Office of Strategic Communication will be in touch via email within 1-3 business days.

*Note: Form submission does not confirm GSA's participation. Incomplete forms will not be*

8:37 PM 6/27/2014

feedback.gsa.gov/feedback/preview/previewId/ac7bb6fa-a5a1-45d7-afdd-561a3d7d437a/SV\_b1NhbR0x30QdU7Q\_CHE=preview&C\_SurveyVersionID=current

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Event Name / Title

Event Location

If this is a hybrid event, please check both boxes and fill out the requested information.

☒ Address (provide location address)

☒ Virtual (provide web address)

Event Website (if applicable)

Event Sponsor(s)

Event Purpose / Goal

Proposed agenda (include webpage if applicable)

12:29

Event Name / Title

Event Location

If this is a hybrid event, please check both boxes and fill out the requested information

☒ Address (provide location address)

☒ Virtual (provide web address)

Event Website (if applicable)

Event Sponsor(s)

8:39 PM 6/27/2014

feedback.gsa.gov/feedback/preview/previewId/ac7bb65a-a5a1-45d2-af6d-561a3d7437a/5V\_b1NHbR3o30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

Restart Survey Place Bookmark Tools Share Preview

Proposed agenda (include webpage if applicable)

Event Coordinator / Point of Contact

Name (First and Last)

Title

Email

Office Phone (ex 123-555-0001)

Cell Phone (ex 123-555-0002)

Audience

Please include estimated number of attendees/approximate audience size; audience breakdown e.g. % industry/government/other; and note if membership is required to attend.

Honorable Guests

List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

3:40 PM 6/27/2014

feedback.gsa.gov/feedback/preview/previewId/ac7bb65a-a5a1-45d2-af6d-561a3d7437a/5V\_b1NHbR3o30QdH7Q\_CHI=preview&Q\_SurveyVersionID=current

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List names and titles of members of Congress, CEOs, or other VIPs participating in/ attending the event.

Will the event be open or closed press?

☐ Open to press

☒ Closed to press

**Speaking Request**

Presentation Format

☐ Keynote (20 min maximum)

☐ Roundtable (1 hr)

☐ Panel (30 min - 1 hr)

☐ Fireside chat (30 min - 1 hr)

☐ Podcast (30 min - 1 hr)

☐ Other (e.g. training sessions, etc.)

Deadline for responses (provide in month/day format - MM/DD/YYYY)

3:41 PM 6/27/2014



feedback.gsa.gov/jfe/preview/previewid/ac7bb65a-a5a1-45D-a0d5-561e3d7437a/5V\_b1N9bR0a30QmJ7Q\_CHE=preview&Q\_SurveyVersionID=current

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Deadline for acceptance (provide in mm/dd/yyyy format i.e. 01/01/2024)

06/27/2024

Cost of attendance (please include member and nonmember price, if applicable)

\$1 zillion

Offer of Payment / Reimbursement

☒ None  
☐ Dining  
☐ Lodging  
☐ Travel  
☐ Other

Disclaimer / Release Form

Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

☐ Yes  
☒ No

Additional information you'd like GSA to know about this event and/or speaking

12:29

Deadline for acceptance (provide in mm/dd/yyyy format i.e. 01/01/2024)

06/27/2024

Cost of attendance (please include member and nonmember price, if applicable)

\$1 zillion

Offer of Payment / Reimbursement

☒ None  
☐ Dining  
☐ Lodging  
☐ Travel  
☐ Other

Disclaimer / Release Form

3:41 PM 6/27/2024

feedback.gsa.gov/jfe/preview/previewid/ac7bb65a-a5a1-45D-a0d5-561e3d7437a/5V\_b1N9bR0a30QmJ7Q\_CHE=preview&Q\_SurveyVersionID=current

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☒ None  
☐ Dining  
☐ Lodging  
☐ Travel  
☐ Other

Disclaimer / Release Form

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☐ Yes  
☒ No

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12:29

☐ Dining  
☐ Lodging  
☐ Travel  
☐ Other

Disclaimer / Release Form

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☐ Yes  
☒ No

Additional information you'd like GSA to know about this event and/or speaking engagement

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3:42 PM 6/27/2024