

Event Details

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

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)

Event Coordinator / Point of Contact

Name (First and Last)

Title

Email

Office Phone (ex 123-555-0001)

Cell Phone (ex 123-555-0002)

Have you already been in contact with someone at GSA regarding this event?*

- ☐ No
- ☐ Yes

Please provide the name and email of your GSA contact.

GSA Contact
Name:

GSA Contact Email:

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?

- ☐ Open to press
- ☐ Closed to press

Describe and provide media list

Do you intend to make GSA speaker materials from this speaking engagement (e.g., presentation slides, video recording) publicly available post-event?

- ☐ No, materials will not be publically distributed.
- ☐ Yes, I am requesting permission for public distribution. (Please note: All materials intended for public distribution require a separate GSA approval.)

Select Type of Speaking Request

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.)

Speaking Request Details

Speaking Request: \${Im://Field/1}

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
(mm/dd/yyyy)

Requested session
time

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?

☐☐

Are slides needed?

☐☐

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

Moderator name, title, and current company/agency

Deadlines, Fees, Reimbursement

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

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

☐ Click here if the speaker fee will be waived for the GSA representative.

☐ Click here if attendance is free for government employees.

☐ Member and nonmember price:

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

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.

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 Request Form, please email GSA's Office of Strategic Communication at speakingengagements@gsa.gov.

[Paperwork Reduction Act Statement](#)

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