



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	
Desired Speaker:	
Is an alternate acceptable?	
By what date do you need a definitive answer?	
How will DISA subject matter expert's participation benefit attendees/what are you looking for the audience to get out of the Director's participation?	
Requested Topic(s):	
Format (Keynote, panel, etc):	
Speaking Date:	
Speaking Time:	
Size of Audience:	
Audience Demographic:	
Attire:	

EVENT INFORMATION	
Event Name:	
Event Date:	
Event Time:	
Event Location:	
Event Website:	
Event POC:	



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

EVENT INFORMATION	
Event POC Phone:	
Event POC E-mail:	
List All Hosting Organizations:	
List invitees of commensurate position:	
List confirmed attendees of commensurate position:	
List confirmed speakers:	
Identify past DISA support:	
Is there a registration fee for the speaker to attend?	
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?	