



# 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](mailto:disa.meade.bd.mbx.public-affairs@mail.mil)

<b>EVENT INFORMATION</b>	
<b>Event POC Phone:</b>	
<b>Event POC E-mail:</b>	
<b>List All Hosting Organizations:</b>	
<b>List invitees of commensurate position:</b>	
<b>List confirmed attendees of commensurate position:</b>	
<b>List confirmed speakers:</b>	
<b>Identify past DISA support:</b>	
<b>Is there a registration fee for the speaker to attend?</b>	
<b>What is the highest cost (if any) for registration?</b>	
<b>What is the value of any meal provided?</b>	
<b>Is the event open to the public? (May anyone attend or only select invitees?)</b>	
<b>Can/will media/bloggers or reporters attend?</b>	