

DoD CIO Speaking Engagement Request Form

Please take a moment to complete the following form. The in-depth information will enable us to identify a fitting speaker, prepare the speaker for the event and ultimately ensure we meet the expectations for your organization.

Please send the completed form to the DOD CIO Speaker Requests Mailbox:

osd.pentagon.dod-cio.mbx.speaker-requests@mail.mil

Contact Information

Primary contact name:	
Primary contact phone number:	
Primary contact e-mail:	
Alternate contact name:	
Alternate contact phone number:	
Alternate contact e-mail address:	

Event Information

Event name:	
Event Theme:	
Host Organization:	
Additional Sponsors:	
Dates of event:	
Is event in person or virtual:	
Virtual platform (if applicable):	
Audio/visual support available:	
Is this event open to the media?	
If open to media, please specify type (print, TV, radio, online):	
Social media hashtag:	
Event website:	
Will the event have the following: Photographer ____ Videographer ____ Internal Reporter ____ ***If yes please list how photos, recording etc. can be accessed in right column.***	

Speaker & Attendance Information

Speaker Requested:	
Presentation Topic:	
Presentation Format (check one & describe any additional information in right column): <ul style="list-style-type: none"> • Keynote • Dinner/Luncheon Keynote • Presentation • Panel Moderator • Panel / Roundtable Participant • Fireside Chat • Webcast • Other (please specify) _____ 	
Date & time of presentation:	
Allotted time for presentation:	
How much of the allotted time is for Q&A?	
Other panelists or notable event speakers:	
Dress Code: (business, business casual, formal, or military dress if applicable):	
Expected size of audience in person:	
Expected size of virtual audience:	
Audience make-up:	
Post conference feedback plan:	
Will you be able to provide attendee demographics after the conference?	

Logistics

Physical address of the event:	
Recommended lodging w/ address & telephone:	
Recommended/closest airport:	
Recommended ground transportation:	