



**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
SPEAKING ENGAGEMENT REQUEST FORM**

Please complete as much information regarding the event and speaker requirements then hit the EMAIL button to send. Please be aware that this form is only compatible with Microsoft internet explorer.

Date of Request:

Requester/ Alternate

Contact Name:
Phone Number:
Email:

Alternate Name:
Phone Number:
Email:

Requester Organization

Name of Organization:
Organization Website Address:
Background of Organization:

Event

Date and Time of Event:
Location of Event:
Address of Event:
Description of Event:

Is there an Event Website **(yes/no)**: If yes, please provide the website address.

Is there an agenda/schedule-at-a-glance **(yes/no)**: Yes No
If yes, please provide an e-copy:

On-Site Contact Person:

Contact Phone Number at Event/Office:
Contact Email Address at Event/Office:
Contact Fax Number at Event/Office:

Speaker Participation

Speaker Participation Format (keynote speaker, panel member, etc.):
Speaker Participation Date and Time:



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Speaker Length of Participation:

Topic of Presentation:

Requested Speaker (if known):

Photo Needed **(yes/no)**. If yes, please provide due date needed:

Biography of Speaker Needed **(yes/no)**. If yes, please provide your due date:

Audio/Video/Materials Needed **(yes/no)**: Yes No

Will you need a master copy of speaker's handout/materials prior to the event for reproduction and distribution **(The master copy(s) will be sent electronically as a pdf): If yes, how soon?**

Audience Composition

Audience Size:

Type of Audience Attending (i.e., technical, general public):

Audience Knowledge of Topic (limited/knowledgeable/very knowledgeable):

Travel Requirement

Recommendation for Hotel Accommodations that provide Government Rates **(name/phone number)**:

Hotel #1:

Hotel #2:

Please provide the name of the airport and map/directions from the airport to the hotel and event location.

NOTE: DFEH staff cannot accept speaker fees, honorariums, or travel expenses. The external host may waive the speaker's registration or conference fees.