



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

Please complete as much information regarding the event and speaker requirements and send to [Speaking.Engagements@dfeh.ca.gov](mailto:Speaking.Engagements@dfeh.ca.gov).

### 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:



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

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.***