



**Homeland
Security**

DHS Speaker Request Form

Thank you for your interest in having a DHS speaker at your event. In order to help us facilitate your request, please complete and submit the following form (and any corresponding attachments) to speakersbureau@hq.dhs.gov **at least 2 weeks prior to the event**, and allow 3-5 business days for decisions to be made.

If you have any questions or need help completing the Speaker Request Form, please call the DHS Office of Public Affairs at 202-282-8010.

Part 1: Event Organizer

Name of Organization
Submitting Request:

Event Sponsor(s):

For Profit/Not for Profit:

Coordinator/Point of Contact:
(Name, title, email, office phone, cell phone)

Part 2: Event Details

Event Name/Title:

Event Location:

Event Date/Time:

Event Type:
(conference, dinner, small group, etc.)

Event Purpose/Goal:

Event Website:
(if applicable)

Part 3: Presentation/Speech Details

Requested Topic:

Presentation Format:

(keynote address, roundtable, panel, etc.)

Expected Duration:

(30 minutes, 1 hour, etc.)

Question and Answer:

(Will the speech be followed by a Q&A session?)

Part 4: Audience Details

Audience:

(Approximate size of audience. Also briefly describe its make-up and if membership is required to attend.)

Honorable Guests:

(List names and titles of members of Congress, CEOs, or other VIPs participating in, or attending the event.)

Media:

(Will media be invited? If so, will the event be open or closed press? Also describe and submit media list.)

Part 5: Additional Information

Deadline for Acceptance:

Cost of Attendance:

(please include member and non-member price, if applicable)

Offer of Payment/

Reimbursement:

(none, dining, lodging, travel, etc.)

Disclaimer/Release Form:

(Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.)

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