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Form 15424 (June 2023)	Department of the Treasury - Internal Revenue Service Taxpayer Experience Office Speaker Request	OMB Number 1545-
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Submit the speaker request at least 60 days prior to the event date. Complete all sections and send to: irs.taxpayer.experience.office@irs.gov.

Requester's Information

Name		Organization		
Address (number, street, and room or suite number)		City or town	State	ZIP code
Telephone number	Alternative telephone number	Email address		

Event Information

Event title		Date
Time (include time zone)	Location/Platform (i.e., Zoom, Teams, etc.)	

Topic(s)/Subject(s)

Event link/Agenda	Advertisement link	Estimated attendance
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Purpose of event

Background of event

Event Point of Contact (POC)

Event POC telephone number	Alternative telephone number	Event POC email address
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Comments

Additional details (select all that apply)

<input type="checkbox"/> Internal	<input type="checkbox"/> External	<input type="checkbox"/> Underserved	<input type="checkbox"/> Multilingual
<input type="checkbox"/> Virtual	<input type="checkbox"/> Recorded	<input type="checkbox"/> Open to public	<input type="checkbox"/> Open to media
<input type="checkbox"/> Attendees charged fees to attend	<input type="checkbox"/> Federal/State/Local government		
<input type="checkbox"/> Prohibitions (provide explanation in comments section above)			

Speaker Information

Speaker request type

<input type="checkbox"/> Taxpayer Experience Office (TXO) Chief	<input type="checkbox"/> Taxpayer Experience Office (TXO) Deputy Chief
<input type="checkbox"/> Executive	<input type="checkbox"/> Subject matter expert
<input type="checkbox"/> Other	

Speaker's role/format

<input type="checkbox"/> Keynote	<input type="checkbox"/> Solo presenter	<input type="checkbox"/> Panel	<input type="checkbox"/> Other
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Length of speech (30, 60, 90 minutes)	Speaker's time slot	Final advertisement date
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Additional request(s)

<input type="checkbox"/> Bio	<input type="checkbox"/> Picture/Headshot	<input type="checkbox"/> PowerPoint presentation/materials
<input type="checkbox"/> Presentation objectives	<input type="checkbox"/> Presentation outline/summary	

Comments