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Form <b>15424</b> (June 2023)	Department of the Treasury - Internal Revenue Service <b>Taxpayer Experience Office Speaker Request</b>	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](mailto: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