



November 8, 2021

Memorandum to: William E. Bestani
Policy Analyst
Office of Information and Regulatory Affairs
Office of Management and Budget

From: Manny Cabeza
Regulatory Counsel
Federal Deposit Insurance Corporation
Legal Division

RE: FDITECH Speaking Engagement Request Form

Under its fast-track generic clearance entitled, “Information Collection for Qualitative Research” (3064-0198), the FDIC hereby submits for OMB review a generic survey entitled “FDITECH Speaking Engagement Request Form.” The purpose of the survey is to receive FDIC external and internal accurate event information to assist with the planning and scheduling of FDITECH executives’ speaking engagement requests. The survey is needed to capture relevant data utilized to organize FDITECH scheduling and events, as well as to inform leadership and partnering divisions to make accurate decisions regarding public engagements.

The FDITECH Speaker Engagement Request Form includes 20 questions focused in the following areas: event information including event title/date/time and event description; FDICTECH executive speaker name, event type, event deliverable format and event platform information; and numbers of event attendee, event registration cost, event press information, requestor’s name, email address and phone number. The FDITECH Speaker Engagement Request Form will be deployed using two primary methods: (a) the form will be referenced on <https://www.fdic.gov/fditech>, for interested entities to utilize; and (b) If invitations are made directly to an FDITECH staff member, a follow-up email will be utilized with the form hyperlink embedded.

Upon receiving the completed survey, FDITECH staff will assemble the data in order to organize, coordinate, and approve/disapprove of future speaking engagements. This survey will add both consistency and accountability to FDITECH’s speaking engagement process.

Estimated burden:

	<i>Annual Estimated Number of respondents:</i>	
100	<i>Estimated Time per response:</i>	<u>15</u>
<i>minutes</i>	<i>Total Estimated Annual Burden:</i>	25
<i>hours</i>		

Total estimated annual burden for the collection of this information is 25 hours.

If you have any questions, please let me know. Thank you for your consideration.