

# Chairman Speaker Request Form

Please complete and submit this form to request the [NCUA Chairman's](#) participation at your upcoming event. For all other speaker requests, please visit the [NCUA's Speaker Request Form](#).

## How Speaker Requests are Evaluated

Speaking requests that will require travel from the NCUA headquarters in Alexandria must be submitted a minimum of 90 days in advance for consideration. Internal and external speaking requests that are received less than 4 weeks out from the event date are less likely to be approved.

## The NCUA Blackout Periods

Please note that, generally, NCUA staff members do not speak publicly during the week of an [NCUA Board Meeting](#), which typically take place the third Thursday of the month, excluding the month of August. This time is referred to as the NCUA blackout period.

Indicates required field

### 1. Event Details

**Title of Event**

**Is this meeting being held virtually?**

**If yes, please choose the platform being used**

**If this is a virtual event, will this be**

**Event start date**

**Event start time**

**Event end date**

**Event end time**

### 2. Date and Time of Speaker Participation

**Speaker participation date**

**Speaker participation time**

**Speaker participation date and time is flexible**

### 3. Location

**Please include name and street address of location of where the event is being held**

**Event city**

**Event state**

### 4. Event Information

**Background or purpose of event**

**Have you invited any other NCUA representatives to attend the event?**

**If yes, please specify who else was invited**

**Proposed role**

**Proposed length of remarks, panel or chat**

**Topic(s) to be discussed**

**Do you anticipate audience Q&As?**

**If yes, please specify how long the Q&A session will be**

**Expected number of attendees**

**Confirmed or other invited speakers or panelists  
(Please include titles):**

**Composition of audience (e.g. examiners, academics, business executives, federal employees, think tanks, policy makers, lobbyists, etc.)**

**Is the media expected to be in attendance?**

**If yes, which media outlets will be in the audience?**

**Is the event open to the public?**

**Proposed agenda (If agenda for this year is unavailable, please provide agenda or link to the agenda for the same event in prior years.)**

**Will the presentation be recorded or made public?**

**Will the presentation be webcast?**

**Has the organizer solicited the participation of NCUA employees in other events within the last 3 years?**

**5. Event Organizer Contact Information**

**First Name**

**Last Name**

**Title**

**Organization**

**Address Line 1**

**Address Line 2**

**Requestor City**

**Requestor State**

**Requestor ZIP**

**Requestor Telephone**

**Requestor Cell Phone**

**Requestor Email**

**Requestor Confirm Email**

## Privacy Notice

The information you provide will be used to manage the NCUA's participation at events. The NCUA securely maintains all personally identifiable information and does not share it outside of the NCUA if required by law or regulation. For additional information, please contact [privacy@ncua.gov](mailto:privacy@ncua.gov).

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