

Speaker Request Form

Please complete and submit this form to request the NCUA's participation at your upcoming event.

Indicates required field

Why do you want the NCUA to participate?

Section 1: Contact Information

Name

Title

Company/Organization

Phone

Format: 555-555-5555

Email Address

Confirm Email Address

Organization or Event Website/URL

Format: http://example.com

Information About Your Organization

Section 2: Event Information

Event Title

Event Date

Year ▼	Month ▼	Day ▼
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Description

Venue Address

City

State**Country****Event Format**

- Presentation
- Seminar
- Webinar
- Interview/Fireside Chat
- Roundtable
- Speech
- Workshop
- Panel Discussion

If you selected panel discussion, please provide the panel moderator's name and organization.

If you selected panel discussion, please provide the title of the panel.

Event Sponsor**Primary Event Sponsor/Host**

- Commercial Entity
- Nonprofit
- Academic Institution
- Government Agency
- Trade Association

Topic**Subtopic**

How long has the event been in existence?

- First Time
- 1-2 Years
- More Than 2 Years

Agenda Website/URL

Format: <http://example.com>

Invited or Confirmed Speakers (Name and Organization)

Other regulator's invited?

- Yes
 No

If you selected "yes", please provide the names of the regulators attending.

Attending Regulator 1

Attending Regulator 2

Attending Regulator 3

Section 3: About the Audience

Target Audience

Check all that apply.

- Credit Union Officials
 State Supervisory Agency
 Federal Government
 Trade Organization
 Educators
 Business Leaders
 Civic Leaders

Number of Attendees

Confirmation Deadline

Year Month Day

Section 4: About the NCUA's Requested Participation

Has an NCUA employee ever spoken at your event?

- Yes
 No

If you answered "Yes" above, please provide name(s) and dates(s) below.

Employee Name 1

Employee Date 1

Year ▾	Month ▾	Day ▾
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Employee Name 2

Employee Date 2

Year ▾	Month ▾	Day ▾
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Employee Name 3

Employee Date 3

Year ▾	Month ▾	Day ▾
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Have you contacted an NCUA representative about your event?

- Yes
 No

If you answered "Yes" above, please provide the representative name(s).

Contacted Representative Name 1

Contacted Representative Name 2

Are you requesting a specific NCUA representative?

- Yes
 No

If you answered "Yes" above, please provide the representative name(s).

Requested Representative Name 1

Requested Representative Name 2

Specific Date of Engagement

Year ▾	Month ▾	Day ▾
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Start Time

End Time

Speech Duration

Is the time slot fixed or tentative?

- Fixed
- Tentative

Will you provide the NCUA with the audience's feedback?

- Yes
- No

Will there be a Q&A?

- Yes
- No

Will the questions be vetted?

- Yes
- No

If you are requesting the NCUA for more than one speaking engagement, please enter the other sessions' details.

Are materials needed?

- None
- Presentation
- Handouts
- Both

Section 5: Media and Event Access

Are media representatives invited?

- Yes
- No

If you answered "Yes" above, please provide the details.

Is the event open to the public?

- Yes
- No

Will the event be recorded, broadcast, or streamed?

- Yes
- No

If you answered "Yes" above, please provide the website to access the recording or streaming.

Format: <http://example.com>

Is it an audio stream or broadcast?

- Yes
- No

Is it a video stream or broadcast?

- Yes
- No

If you answered "Yes" to either, how will the recording be purposed?

Will there be a photographer onsite for the event?

- Yes
- No

If you answered "Yes" above, is there a photo approval/release form?

- Yes
- No

Please provide other relevant or useful information about this event.

Terms and Conditions for Requesting a Speaker from the NCUA

1. Submission of this Speaker Request Form is a request only, and does not imply consent to participate by the National Credit Union Administration. The NCUA will consider each request to determine speaker availability and whether participation is in compliance with the laws, rules, regulations and guidelines governing activities of a federal agency and its employees. If the NCUA agrees to participate in the event, confirmation of its participation will be communicated in writing to the contacts provided.

2. The NCUA must review and approve in advance any public announcement, news release, invitation, promotional material or other information to be released regarding an appearance by its employees at the event. The Requester may not use the name of the NCUA in any way that constitutes or implies endorsement of the Requester, the Requester's Organization, the event, or any participant or topic connected to the event, by the NCUA or its employees.
3. All press participation must be approved at least two weeks prior to the event by the NCUA. If you indicate in the Speaker Request Form that the event is not open to the press and subsequently open the event to the press, the NCUA reserves the right to cancel its participation in the event.
4. The Requester will inform the NCUA if it intends to record or broadcast NCUA employees, or reproduce or distribute any presentations or program material used by NCUA employees in connection with a speech or public appearance.
5. The Requester agrees to cooperate with the NCUA with regard to security arrangements at the event that may be required by the agency.
6. Employees of the NCUA may not accept compensation (including a gift or honorarium) or reimbursement for travel or lodging expenses in connection with this event.
7. The Requester understands and agrees that any material change to the information provided on the Speaker Request Form or any failure to comply with these Terms and Conditions may result in the cancellation of participation in the event by the NCUA and its employees. The NCUA reserves the right to cancel its participation in the event.

I agree to the Terms and Conditions specified above for Requesting a Speaker from NCUA

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 in its control and only shares it outside of the NCUA if required by law or regulation. For additional information, please contact privacy@ncua.gov.

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