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health.gov

ODPHP/PCSFN Speaking Request Form

(Please submit request at least 8 weeks prior to your event)

Thank you for your interest in the Office of Disease Prevention and Health Promotion (ODPHP).

If you would like to invite a member of the ODPHP staff or the President's Council on Sports, Fitness & Nutrition (PCSFN) to participate in your event, please fill out the Speaking Request Form below. All requests should be submitted at least 8 weeks prior to your event to allow ample time for processing and scheduling.

Please provide as much of the requested information as possible to help our team in making a decision. You may also submit a formal letter of invitation or supporting documents. If the invitation is for a Council member (<https://health.gov/our-work/nutrition-physical-activity/presidents-council/council-members>), we will extend the invitation directly to them.

Due to the high volume of requests, please await our response to your invitation. You will receive confirmation or declination within 4 weeks of submitting this request. If we are able to meet your request, we will contact you to discuss further details.

INVITEE

Who is this request for?

 

What is the requested topic?

(Please select all that apply).

- President's Council
- Healthy People
- Healthy Aging

- Health Literacy
- Dietary Guidelines
- Physical Activity Guidelines
- Move Your Way®
- National Youth Sports Strategy
- MyHealthfinder
- Long-Term Recovery and Resilience
- Other

Have you been working with an ODPHP/PCSFN staff member on this request?

- Yes
- No

Please list the individual you have been working with

EVENT INFORMATION

Event Name

Event Date

Event Start Time

Event End Time

Event Type

Event Description

What is the type of speaking role?

- Select - ▼

What is the duration of the requested speaking role?

What is the expected audience composition?

What is the expected attendance size?

List any other distinguished guests or notable speakers

Is the event open to the press?

- Yes
- No

Are federally registered lobbyists or federally registered lobbying organizations invited to the event?

- Yes
- No

Please list who and/or what organizations were invited?

Is this event open to the general public or available through individual invitation only?

What is the ticket price or registration fee for this event, if any?

Ex: Free / \$100.00

Will there be any fundraising at this event?

- Yes
- No

Please provide a brief description of the nature of the fundraising activity

ORGANIZATION INFORMATION

Organization Name

Organization Website

Contact Name

Contact Title

Contact Phone Ex: 760-555-1212

Contact Email

Formal Letter of Invitation and/or Supporting Documents

No file chosen

You may submit a formal invitation or supplemental materials that could be useful as we review your request.

Maximum 5 files.

2 MB limit.

Allowed types: pdf, doc, docx.

Submit

Following Up:

We will confirm or decline requests for a Council member or ODPHP staff member to attend your event within 4 weeks of receiving your invitation.

You should not include ODPHP or PCSFN in any promotional materials for your event until we confirm that a member of the Council or our staff will be able to attend. You also should not list a Council member or staff as “invited” until we confirm attendance.

Additional Questions:

If you have additional questions, please use the contact form (<https://health.gov/about-odphp/contact-us>) on the ODPHP website.