

# VETS Speaker Request

## VETS Request for Speaker Form

Please use this form to request to have a Veterans' Employment and Training Service official speak at an event. Please answer all questions and provide as much detail as possible so the form may be processed efficiently. If our agency has any questions, a team member will contact you for additional information.

### **Paperwork Reduction Act Statement**

The OMB control number for this collection is 1225-0059 and expires on February 29, 2024. According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless such collection displays a valid OMB control number. Responding to this form is voluntary.

URL: [VETS Speaker Request | U.S. Department of Labor \(dol.gov\)](#)

## Requested Speaker

\* Requested Speaker: [Please view our personnel list](#)


- Assistant Secretary, James D. Rodriguez
- Deputy Assistant Secretary of Policy, Julian Purdy
- Deputy Assistant Secretary for Operations and Management, Margarita Devlin
- Acting Chief of Staff, Karla Langham
- Other


\* If the requested speaker is not available, are you interested in requesting another speaker?

- No
- Yes


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## Event Date and Time


\* Date of Speaking Engagement 

<input type="text"/>	<input type="text"/>	<input type="text"/>	
MM	DD	YYYY	

\* Start Time

<input type="text"/>	:	<input type="text"/>	:	<input type="text"/>	AM 
HH		MM		SS	AM/PM

\* End Time

<input type="text"/>	:	<input type="text"/>	:	<input type="text"/>	AM 
HH		MM		SS	AM/PM

\* Time Zone

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# Presentation Topics and Format

## \* Type of Presentation

- Awards Ceremony
- Conference/Summit
- Keynote
- Media/Press Interview
- Meeting
- Reception
- Roundtable
- Webinar
- Other

\* Will slides be required for the presentation?

No

Yes

\* Expected number of individuals in attendance at presentation

\* What topics will the requested speaker be discussing?

Please provide a link to the event agenda?

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## Event Information

\* Full Name of the Event

Event or Organization URL

\* Event Background

\* Expected Event Attendance

\* Event Attendee Background

- Vendors
- Federal Government
- Consumers
- Other

\* Are there other invited/confirmed speakers?

- No
- Yes (List other invited/confirmed speakers)

\* Will media be present at the event?

- No
- Yes (Please list all media invited)

\* Has VETS spoken at event in the past year?

No

Yes (Please specify VETS speakers and the dates they attended)

Cost of Attendance

Offer of Payment/Reimbursement

None

Dining

Lodging

Travel

Other



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## Event Location

\* Are there multiple venue locations for this event?

No

Yes (Please list the venues)

\* Is VETS remote participation available?

No

Yes

\* Venue Name

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

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## Event Host Information

\* Organization Name (No acronyms)

Organization URL

\* Type of Organization

- Consulting
- Education
- Federal Government
- Vendor
- 501 (c)3- Non-Profit
- Lobbyist
- Other (Please specify Other Organization Type)

\* Does this event have any co-sponsors?

- No
- Yes (Please specify Event Co-Sponsors)

# Your Contact Information

\* Title

\* Name

First

Last

\* Email

\* Office Phone

 -  - 

Other Contact Number

 -  -