



Default Question Block

Event Information

We appreciate your request for a GSA speaker at your event. Please fill out this form with all relevant event information, and someone from the agency's Office of Strategic Communication will be in touch via email within 1-3 business days.

Note: Form submission does not confirm GSA's participation. Incomplete forms will not be considered. Requests must be submitted a minimum of 30 days before the event.

Name/s of Organization hosting the event.

Is the organization hosting the event (check all that apply)

- For profit
- Not for profit
- Registered lobbyist
- News organization/outlet
- Federal Agency
- Other (describe)

Event Name / Title

Event Location

If this is a hybrid event, please check both boxes and fill out the requested information.

Address (provide location address)

Virtual (provide web address)

Event Website (if applicable)

Event Sponsor(s)

Event Purpose / Goal

Proposed agenda (include webpage if applicable)

Event Coordinator / Point of Contact

Name (First and Last)

Title

Email

Office Phone (ex 123-555-0001)

Cell Phone (ex 123-555-0002)

Have you already been in contact with someone at GSA regarding this event?
(required)

No

Yes

Please provide the name and email of your GSA contact.

GSA Contact
Name:

GSA Contact
Email:

Audience

Please include estimated number of attendees/approximate audience size; audience breakdown e.g. % industry/government/other; and note if membership is required to attend.

Honorable Guests

List names and titles of members of Congress, CEOs, or other VIPs participating in attending the event.

Will the event be open or closed to press?

- Open to press
- Closed to press

Describe and provide media list

Do you intend to make GSA speaker materials from this speaking engagement (e.g., presentation slides, video recording) publicly available post-event?

- No, materials will not be publically distributed.
- Yes, I am requesting permission for public distribution. (Please note: All materials intended for public distribution require a separate GSA approval.)

Speaking Request (Selection)

Speaking Request

Presentation Format (Required)

- Keynote (20 min maximum)
- Roundtable (1 hr)

- Panel (30 min - 1 hr)
- Fireside chat (30 min - 1 hr)
- Podcast (30 min - 1 hr)
- Other (e.g. training sessions, etc.)

Speaking Request (Loop)

Speaking Request: $\${Im://Field/1}$

Please provide the names and/or titles of requested GSA speakers. If individuals are not yet identified, please indicate the total number of speakers you need from GSA.

Are you inviting GSA's Administrator to speak at this session?

- No
- Yes

Requested topic(s)

List all topic(s) you would like the speaker to discuss

Session time/speaking slot

Requested date
(mm/dd/yyyy)

Requested session
time

Requested arrival
time

Event time zone

Intended Questions

List all proposed questions the moderator will ask the GSA speaker.

Logistics

No

Yes

Will there be an audience Q&A?

Are slides needed?

List names, titles, and current company/agency of the other invited participants. If specific individuals are not yet known, please indicate the number of people outside of GSA who will be on the panel.

Moderator name, title, and current company/agency.

Logistics

Deadline for acceptance (provide in mm/dd/yyyy format i.e. 01/01/2024).

Cost of attendance (please include member and nonmember price, if applicable).

Is the cost of attendance waived for speakers?

- No
- Yes

Offer of Payment / Reimbursement.

- None
- Dining
- Lodging
- Travel
- Other

Disclaimer / Release Form

Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.

- No
- Yes

Please upload a fillable PDF of the disclaimer/release form. If you have any questions or are unable to upload the document, please email speakingengagements@gsa.gov.

Ethics

If the Administrator is not available, would you accept an alternative speaker?

- No
- Yes

Are you offering any "gifts" other than a free meal and/or free attendance (like awards, souvenirs, or complementary offerings)?

- Only offering free meal / attendance
- Not offering anything for free (i.e. Administrator will need to pay for meal and / or attendance)
- Offering complementary gift(s) with corresponding costs:

Is the Administrator being invited to participate in any additional activities as part of this speaking request that would take place on a different day? (i.e. dinner or reception the night before)

- No
- Yes

Internal GSA Events

GSA Internal Speaking Request Questions

Please select your [Service or Staff Office \(SSO\)](#) from the list below.

If your SSO was not listed in the dropdown menu above, please note your SSO in the space below.

Has your [Head of service/staff office \(HSSO\)](#) already approved this request to invite GSA leadership to this event?

- No
- Yes

Has the event been entered in GSA's Event Tracker?

- No
- Yes

Provide the link to the Event Tracker.

Final Questions

Additional information you'd like GSA to know about this event and/or speaking engagement.

If you have any questions or need help completing the Speaking Engagement Request Form, please email GSA's Office of Strategic Communication at speakingengagements@gsa.gov.

[Paperwork Reduction Act and Privacy Statement](#)

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