

Edits to EDA forms for meeting and speaking requests – 2/23/2026

Speaking Request

1. Requested Principal: Text
2. Organization: Text
3. Event Point of Contact (Name/Email/Phone): Text
4. Event Title: Text
5. Description of Event and Objective for Principals' Participation: Text
6. Date of Event: Calendar
7. Specific timeframe requested for principal: Text
8. Event location: Text
9. Acceptance deadline: Calendar
10. Virtual: Y/N - Dropdown
11. Principal's role: (Keynote, Fireside Chat, Panelist, etc.) - Dropdown

12 through 18 depend on which option selected in 11

If Keynote or Fireside chat or Other (write in) selected:

12. Surrogate Requested: Y/N - Dropdown
13. Expected Audience size: Options (Less than 50, 51 – 100, or over 100)
14. Expected Number of Government Employees: Text
15. Description of non-govt. attendees: (academia, private sector, non-profit, etc.) – Boxes to Check
16. Q & A: Y/N
17. Will Member of the Press be Present: Y/N
18. Bio/Photo needed: Y/N
19. Any additional information: Text

If Panelist selected:

12. If Panelist, others confirmed: Text
13. Surrogate Requested: Y/N - Dropdown
14. Expected Audience size: Options (Less than 50, 51 – 100, or over 100)
15. Expected Number of Government Employees: Text
16. Description of non-govt. attendees: (academia, private sector, non-profit, etc.) – Boxes to Check
17. Q & A: Y/N
18. Will Member of the Press be Present: Y/N
19. Bio/Photo needed: Y/N -
20. Any additional information: Text

Meeting Request

1. Organization: Text
2. Point of Contact (Name/Email/Phone): Text
3. Requested Principal: Text
4. Topic: Text
5. Purpose: Text
6. Date(s)/Timeframe(s): Text
7. Date(s)/Timeframe(s): Firm/Flexible
8. Virtual: Y/N

- 9. Agenda: Text
- 10. Participant(s); (Name/Title): Text
- 11. Foreign Nationals in attendance: Y/N
- 12. Surrogate Requested: Y/N

Public Burden Statement

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