

**Department of Justice, Fraud Section
Speaker Request Form**

Please see below for instructions

Requestor Information:

Name: _____ Date: _____
Organization: _____
Address: _____
E-mail address: _____ Phone Number: _____

Event Information:

Event Sponsor(s): _____ Date: _____
Event Name: _____ Location: _____
Preferred Speaker (s): _____
Proposed Title/Topic of Speaking Engagement: _____
Length & Nature of Participation (Keynote, Panel, 60 minutes, etc.): _____

Types of Attendees (In-house lawyers, executives, etc.) _____ Level of Attendees (CEO, CFO, etc.) _____

Anticipated # of Attendees: _____ Past Event # of Attendees: _____

Potential Costs to Speaker:	Does Event Pay/ Reimburse?:	
Travel:	Yes	No
Hotel:	Yes	No
Meals:	Yes	No
Conference Fees:	Yes	No
Other:	Yes	No

Will Event Be Recorded: Yes No

Other DOJ/government speakers & whether they have confirmed participation:

Non-Government Speakers Invited to Participate:

Please email this form, the proposed program agenda, a prior program agenda, if available, and any additional comments

to: fraud.speaker.request@usdoj.gov

Speaker Request Form Instructions

A. Requestor Information:

1. **Name** – First and last name of the requestor completing the form
2. **Date** – Month, Day, Year the Speaker Request Form is submitted
3. **Organization** – Organization/company of the requestor
4. **Address** – Address of company/organization requesting a speaker
5. **E-mail Address** – Primary e-mail address to contact the requestor
6. **Phone number** – Primary phone number to contact the requestor

B. Event Information:

7. **Event Sponsor(s)** – Companies, Organizations, Institutions, etc. sponsoring the event
8. **Date** – Month, Day(s), Year of the event
9. **Event Name** – Official name of the event
10. **Location** – Name of the City, State or City, Country (international) where the event will be held
11. **Preferred Speaker(s)** – Name of Fraud Section employee requested to speak at the event
12. **Proposed Title/Topic of Speaking Engagement** – Title or topic of what the speaker will present at the event
13. **Length & Nature of Participation** – How long will the speaker be presenting and what is the format of the presentation
14. **Type of Attendees** – Attendees' area and background of work
15. **Level of Attendees** – Attendees' position and status within their field of work
16. **Anticipated # of Attendees** – Number of people you expect to attend this year's event
17. **Past Event # of Attendees** – Number of people who attended the organization's previous event

18. Potential Cost to Speaker

- a. **Travel** – Average cost of a flight, train, etc. from Washington, D.C. to the city of the event
- b. **Hotel** – Average hotel price in the city of the event & number of nights
- c. **Meals** – Number of meals the speaker will need to purchase while attending the event (ex: breakfast and dinner for 2 days)
- d. **Conference Fees** – Cost to attend the conference (include any discounted fees)
- e. **Other** – Ex: Price of ground transportation to and from the airport

(If there is no cost for a section, please write N/A)

19. **Does Event Pay/Reimburse** – For each of the costs you have identified, please specify if the organization/company hosting the event will reimburse the speaker. If there is no cost identified down, do not check off a box.
20. **Will Event be Recorded** – Check ‘yes’ if there will be an audio or visual recording of the event
21. **Other DOJ/government speakers & whether they have confirmed participation -**
List the names of speakers invited to the event, their departments, and whether they have confirmed participation.
EXAMPLE - Confirmed: John Doe (DOJ), Jane Doe (SEC); Invited: John Smith (DOD)
22. **Non-Government Speakers Invited to Participate** – List the names of speakers invited to the event and their company. Format using the example above.