

Department of Justice, Fraud Section

Speaker Request Form

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:

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