

UNITED STATES ATTORNEY'S OFFICE
EASTERN DISTRICT OF NEW YORK
271 Cadman Plaza East
Brooklyn, New York 11201



Speaker Request Form

Thank you for your interest in having a speaker from the United States Attorney's Office, Eastern District of New York at your event. To help us facilitate your request, please complete and submit the following form at least 3 weeks prior to the event and allow 5-7 business days for decisions to be made. If you have any questions or need help completing the Speaker Request Form, contact: USANYE-SpeakersBureau@usdoj.gov

Please note:

- Before sending us your request, please read the [Department's Website Privacy Policy](#) and Privacy Statement below for details about how we handle personal information.
- This form should only be used for speaking request and not used for service of official, case-related or legal documents because it is not monitored for such submissions or for other time-sensitive communications.

Part 1: Event Organizer

Organization Name:	
Contact Person:	
E-Mail Address:	
Phone:	

Part 2: Event Details

Event Name/Title:	
Event Date:	
Event Time:	
Event Location:	
Expected Size of Audience:	
Description of Audience (i.e. students, members of groups/association, attorneys, etc.):	
Type of Event: (school, community presentation, conference etc.):	
Is this event open to the public?	
Will media be present?	
Event Website (if applicable):	

Part 3: Presentation Details

Topics to be discussed:	
Presentation format (roundtable, keynote, classroom, panel, etc.):	

Expected speaking duration (20 minutes, 45 minutes etc.):	
Will there be Q&A following the event?	

Part 4: Additional Details

Include any additional details you would like us to know:

SUBMIT

PRIVACY ACT STATEMENT

The authority by which information is collected on this website form is 5 U.S.C. 301 and 44 U.S.C. 3101. Your disclosure of information to the Department of Justice on this form is voluntary. If you do not complete all or some information fields in this form, however, the Department of Justice may not be able to effectively respond to your feedback.

The principal purpose for collecting this information on this website form is to control, track, respond to, and maintain correspondence received or originated by the Department or referred to the Department. In addition to disclosing this information to the appropriate officials and employees within the Department for the purposes of controlling, tracking, responding to, and maintaining the Department's correspondence, the routine uses which may be made of the information collected on this website form include, but are not limited to: any civil or criminal law enforcement authority or other appropriate agency where a record, either on its face or in conjunction with other information, indicates a violation or potential violation of law; to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal government, when necessary to accomplish an agency function related to the corresponding system of

records; and to such recipients and under such circumstances and procedures as are mandated by federal statute or treaty.

The full list of routine uses for this correspondence can be found in the System of Records Notice titled, JUSTICE/DOJ-003, "Correspondence Management Systems (CMS) for the Department of Justice," [66 Fed. Reg. 29992](#) (6-04-2001); [66 Fed. Reg. 34743](#) (6-29-2001); [67 Fed. Reg. 65598](#) (10-25-2002); [82 Fed. Reg. 24147](#) (5-25-2017).
