



U.S. Election Assistance Commission | External Speaker Request Form

EVENT LOGISTICS

Event Title:

Dates of the Full Event:

EAC Appearance Date and Time:

EAC Appearance Length:

Location:

Requesting Organization:

Event Point of Contact:

EAC Speaker(s) Requested:

Registration Link:

Speaker Bio(s) Needed?

Speaker Headshot(s) Needed?

Event Agenda:

Event Website:

Will there be a planning call?



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ABOUT THE PRESENTATION

Presentation Format:

Topics:

Questions and Answer period:

Audience:

How many people do you expect to be in attendance?

Open Press/Closed Press:

Will the event be recorded?

DEADLINES

Please note any key deadlines and to whom materials should be sent, if different than the event point of contact:

EAC BOOTH

If possible, would you like the EAC to have a booth at your event?

If yes, please provide a registration link and/or the event point of contact:



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EAC TRAININGS AND WORKSHOPS

If possible, would you like the EAC to offer a training at your event?

If yes, please select one of the the following in-person training and workshop topics:

What is the ideal length of time for this training?

How many people do you estimate will be in attendance and who is the target audience?

Is there anything you would like EAC staff to particularly focus on during this training or anything else you would like EAC staff to know to help develop this training?