



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: