



# DIRECTORATE OF PREVENTION, RESILIENCE AND READINESS

# 2023 SPEAKER REQUEST FORM

Please complete as much information as you have about your event and speaker requirements, and email it to the Directorate of Prevention, Resilience and Readiness Communications and Outreach Branch at [usarmy.pentagon.hqda-dcs-g-1.list.dape-ars-sp@army.mil](mailto:usarmy.pentagon.hqda-dcs-g-1.list.dape-ars-sp@army.mil).

## Continuing Education Unit (CEU)

Will the sponsoring organization be seeking CEUs for this program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## Contact Information

Sponsoring Organization:			
Contact Name:			
Contact Title:			
Contact Phone:		Email:	
Contact Address:			
Sponsor's Website:			
Event Website:			

## Please Describe Your Program

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Date of Program:		Time of Program:	
Location of Program:			
Name of Program:			

## What is the Theme/Purpose of the Program?

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Requested Speaker (If you are interested in a particular speaker):

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Proposed Topic(s):

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Start time of Speaker's Presentation:

2023

## SPEAKER REQUEST FORM

Length of Presentation: \_\_\_\_\_

Presentation Format (i.e., panel, speech roundtable, etc.) \_\_\_\_\_

### Audience Composition

Please provide the names of the host/senior ranking person in attendance \_\_\_\_\_

Approximate Size of Audience Expected \_\_\_\_\_

Is this program directed solely to Soldiers?

Yes  No

Will this event be recorded?

Yes  No

If yes, what rank level is this program directed \_\_\_\_\_

### Written Materials/Biography

In order to better inform the development of the presentation, please provide your program accomplishments and obstacles experienced during the past 12 months: \_\_\_\_\_

Due Date for Written Materials & Biography: \_\_\_\_\_

Email address to send written materials and biography: \_\_\_\_\_

### Audio/Visual Equipment

If audio/visual is used, is the sponsor capable of making arrangements?

Yes  No

Due Date(s) for Submissions (slides, bios handouts etc.): \_\_\_\_\_

Contact Person (with phone and email) for audio/visual arrangements \_\_\_\_\_

Please provide any needed information on directions, how early the speaker should arrive before the presentation, where to report upon arrival, etc. \_\_\_\_\_