**Logo

Description automatically generated**

**Speaker Request Form**

**About You**

|  |  |
| --- | --- |
| Your Name |  |
| Contact Number |  |
| Email Address |  |
| Organization Name |  |
| Organization Website |  |

**About your event**

|  |  |
| --- | --- |
| Event title |  |
| Date of the event |  |
| Time of the event |  |
| Is your event in person, online, or hybrid | In Person/Online/ hybrid |
| If in person, what is the location |  |
| Length of the speech/session |  |
| What is the purpose of the event |  |
| Do you have a CEPI speaker in mind for your event? If so – who? | Yes/No and insert name |
| If this speaker is not available, would you accept an alternative representative from CEPI? | Yes/No |
| What is the format of the session | Speaker/Keynote/Panelist/Roundtable/Other |
| Will CEPI need to provide presentation materials as part of the event? | Yes/No |

**About your audience**

|  |  |
| --- | --- |
| Who is the intended audience for your event? |  |
| Expected numbers? |  |
| Is your event invite only/paid for/other | Invite Only  Paid for  Other [insert answer] |
| Please provide a link to your event webpage (if available) |  |
| Other confirmed or approached speakers (please indicate whether confirmed or awaiting response) |  |
| Is your event on the record/Chatham House rule/off the record | On the record  Chatham House  Off the record |
| Will media be present | Yes/No |
| Will there be a Q&A | Yes/No |
| Will the event be recorded for distribution after the event? | Yes/No |
| Do you have regular contact with anyone at CEPI | Yes/No and name |

*Once completed, please save this document as a* ***PDF file*** *and return to* [*speakerrequest@cepi.net*](mailto:speakerrequest@cepi.net) *with any additional files which are relevant for your event.*