****

**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 OnlyPaid forOther [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 recordChatham HouseOff 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* *with any additional files which are relevant for your event.*