U.S. ARMY CYBER CENTER OF EXCELLENCE

SPEAKER REQUEST

It's never too early to begin planning your event, and we want to be a part of that plan. Please complete the attached forms and send to the Protocol office at least 30 days before the event dates.

The information requested is required to evaluate the event appropriateness and compliance with Department of Defense policies and for coordination with the units involved. Please note that the Army's potential participation cannot be used in advertisements.

If your request is approved, then the group's POC must submit an agenda and RSVP list to our office 72 hours prior to the event. For events occurring off post, please provide complete and accurate directions to the event site and a map or line drawing.

Please have the event POC review and sign the following:

- I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the Protocol Office will contact me to discuss this request prior to any commitment.

- My signature certifies that I understand that requests are evaluated based on the needs of the U.S. Army. Completing this form does not confirm or guarantee approval or support. I also understand that there is always the possibility that operational commitments may preclude an approved request and a scheduled appearance may be cancelled on short notice due to the needs of the Army and mission requirements.

_____

Printed Name

_____

Signature

_____

Date

U.S. ARMY CYBER CYBER CENTER OF EXCELLENCE

SPEAKER REQUEST FORM

Title of Event: Requesting Organization: Organization's Website:

Date of Event: Time of Event: Speaker Arrival Time: Time of Presentation: Length of Presentation:

Requested topic: Deadline to confirm Speaker: Expected Attendance: Dress Code for Event:

Address of Event: Name or type of speaker requested and why *(Position, Subject Matter, etc.)*:

ADDITIONAL INFORMATION

Are the Speaker's bio and photo needed?	Will a reserved parking space be provided?	Gift?
YES	YES	YES
NO	NO	NO

Event being used to raise funds?	Media invited?	Presentation to be recorded?
YES	YES	YES
NO	NO	NO

Cost for the Event?   Has a U.S. Army Cyber Center of Excellence Representative previously spoken at this Event?

    YES $_____   YES *(Who and When)* _____

    NO   NO

Audio-Visual Equipment Available: Audience Composition:

    Lapel Microphone   Politicians   JROTC

    Podium   Veteran's Organization   Educators

    Projector   Retired Military   Students

    Computer w/ Powerpoint Software   Active Military

    DVD Player   Industry Professionals *(Specify)* _____

    WIFI   Civic Organization *(Specify)* _____

                                              Other _____

Background information about Event / Additional Details:

Event Agenda / Timeline:

POINT OF CONTACT

Event Point of Contact:

Email Address:

Affiliation with Group:

Phone Number:

Cell Phone:

Today's Date:

Completed form must be submitted at least 30 days prior to the event date to the
U.S. Army Cyber Center of Excellence's Protocol Office at:

Email: usarmy.eisenhower.cyber-coe.mbx.protocol-office@army.mil