



CISA SPEAKERS BUREAU

# CISA Speaker Request Form

[cisa.speakers@cisa.dhs.gov](mailto:cisa.speakers@cisa.dhs.gov)

Event Title:

Speaker Requested:

Speech Date:

Speech Time & Duration:

Origin of Invitation:

Event Location:

Speech Topic:

Presentation Format:

Keynote Speech

Roundtable

Panel

“Fireside” Chat

Chat

Webinar

Other:

Event Type:

Question & Answer Period:

Yes

No

Will there be a moderator:

Yes

No

Audience:

Open Press/Closed Press:

Yes, open to Press

No, closed to Press

May CISA invite media?

Yes

No

Speaker Relationship:

Surrogate Requested:

Purpose:

Cost of Attendance:

Event Web Site:

Event Sponsor:

For Profit/Not for Profit:

For Profit

Not for Profit

Offer of Payment/  
Reimbursement:

Event Agenda:

Disclaimer/Release Form:

Deadline for Acceptance:

Honorable Guests Attending:

Coordinator Point of Contact:

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Please submit this form and corresponding attachments to [cisa.speakers@cisa.dhs.gov](mailto:cisa.speakers@cisa.dhs.gov).

***Please submit speaking requests at least 4 weeks in advance of the event.***

***Note that confirmation of CISA participation may not be possible until 2 weeks prior to the event in some cases.***

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Privacy Act Statement

Authority: 5 U.S.C. § 301 and 44 U.S.C. § 3101 authorize the collection of this information. Purpose: CISA will use this information to coordinate, support, and track external speaking engagements for the Cyber/Infrastructure-related speaking requests. CISA will also use the submitted information to identify the most appropriate CISA speaker for specific speaking engagements if necessary. Routine Use: This information may be disclosed as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended. This includes using the information, as necessary and authorized by the routine uses published in DHS/ALL-002 - Department of Homeland Security (DHS) Mailing and Other Lists System of Records (November 25, 2008, 73 FR 71659). Disclosure: Failure to provide the requested speaker's information will result in their inability to participate in this speaking engagement.