



U. S. Office of Government Ethics

SPEAKER/INSTRUCTOR REQUEST FORM

NOTE: THIS FORM IS INTENDED FOR COMPLETION BY FEDERAL EMPLOYEES ONLY

General Event Information:

Title of event

Sponsoring agency

Event dates(s)

Event time(s)

Estimated presentation length

Anticipated number of attendees

Event location/address

City

State

Zip

Will training be taped?

Yes

No

If a live broadcast, can the audience interact with presenter? Yes No

Primary audience for the event (i.e., supervisors, ethics officials, SGEs, etc.)

Agency Contact Person for Proposed OGE Presentation/Training:

Name

Email address

Telephone number

Ext.

Audio-Visual Equipment. Which of the following items are available?

Computer projector

Microphone

Podium

Flip chart(s)

If instructor's travel-related expenses are to be paid by sponsoring agency, please indicate which expenses are to be paid:

Plane/Train ticket

Lodging

Meals

Rental Car/Taxi

Other (please explain)

Processing this forms takes a few moments. Please do not press the Submit button more than once.