

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	
Title of the speech/session	
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 info@rvmc.net with any additional files which are relevant for your event.