



Homeland Security

DHS Speaker Request Form

Thank you for your interest in having a DHS speaker at your event. In order to help us facilitate your request, please complete and submit the following form (and any corresponding attachments) to speakersbureau@hq.dhs.gov at least 30 days prior to the event.

If you have any questions or need help completing the Speaker Request Form, please email the DHS Office of Public Affairs Speakers Bureau at speakersbureau@hq.dhs.gov.

Please do not use any acronyms other than DHS, when filling out this form.

Part 1: Event Organizer

Name of Organization Submitting Request

Event Sponsor

For Profit/Not for Profit

Coordinator/Point of Contact

(Name, Title, Email, Office Phone, Cell Phone)

Part 2: Event Details

Event Name/Title

Event Location

Event Date/Time

Event Type

(Conference, Dinner, Small Group, etc.)

Event Purpose/Goal

Event Website

(if applicable)

How Would DHS Attendance Enhance Your Program?

Part 3: Presentation/Speech Details

Requested DHS Official

Requested Topic

Presentation Format

(Keynote Address, Roundtable, Panel, etc.)

Requesting In-Person/Virtual Attendance

Will You Accept a Pre-Recorded Message?

Expected Duration

(30 minutes, 1 hour, etc.)

Question and Answer

(Will the speech be followed by a Q&A session?)

Part 4: Audience Details

Audience

(Approximate size of the audience. Also briefly describe its make-up and if membership is required to attend.)

Honorable Guests

(List names and titles of members of Congress, heads of state, CEOs, or other VIPs participating in, or attending, the event.)

Media

(Will the media be invited? If so, will the event be open or closed press? Also, please describe and submit media list.)

Part 5: Additional Information

Deadline for Acceptance

Cost of Attendance

(Please include member and non-member price, if applicable)

Offer of Payment/Reimbursement

(None, Dining, Lodging, Travel, etc.)

Disclaimer/Release Form

(Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form)

How to Submit

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