



# OMH Speaker Request Form

The Office of Minority Health (OMH) at the U.S. Department of Health and Human Services (HHS) has received your request for a representative to participate in your conference/meeting. **Please provide the requested information below and a draft agenda of the event with a placeholder for the speaker.**

**Send the completed form, along with the invitation letter, final or draft agenda, and other relevant materials to: [inviteomhdirector@hhs.gov](mailto:inviteomhdirector@hhs.gov).**

Date of submission: \_\_\_\_\_

<b>Name of requested OMH speaker/meeting participant:</b>	
<b>Event name, brief description of event type, and sponsoring organization's website:</b> e.g., Annual Meeting, Conference, Seminar, Board Meeting, etc.	
<b>Date(s) and time of event:</b> Include approximate time on the agenda you are requesting the OMH representative to speak and/or participate.	
<b>Deadline for speaker's participation decision:</b>	
<b>Location/Address of event:</b> Include building name, street, city, state, zip code, and any parking information for the event, or note if the event is virtual.	
<b>Are there registration costs? What steps does the invitee need to take to register?</b>	
<b>Are there any sponsorships associated with this event?</b>	
<b>Organization's point of contact (POC) for speaking/participation request – Name, Title, and Contact Information (Email and Phone):</b> Include organization's website link and social media links.	
<b>If requested OMH speaker(s) is not available, is your organization interested in a surrogate?</b>	

<p><b>Have you extended this speaking request to any other OMH staff and/or HHS staff?</b> If yes, indicate names and titles of those you have asked to speak, including those who accepted, and the POC to whom you submitted that request.</p>	
<p><b>Will the media be present at the event?</b> If yes, provide additional details, e.g., which reporters and news outlets were invited/RSVPed/do you expect and when a final list of registered media will be sent.</p>	
<p><b>Will the event be live-streamed on social media or recorded?</b> If yes, provide details, e.g., which platform(s) where it will be posted, expected date the link will be available to us, etc.</p>	
<p><b>Presentation Format:</b> Keynote Address, Panel Discussion, etc.</p>	
<p><b>If the presenter will be part of a panel, who are the confirmed and other invited panelists?</b> List the name(s), title(s), and organization(s).</p>	
<p><b>If this is an in-person event, provide information on event setup:</b> i.e., podium, auditorium, banquet room, type of microphone, etc.</p>	
<p><b>Provide a brief description of the topics you would like the speaker to address.</b> Are you requesting information that needs data? What are the specific questions expected to be answered?</p>	
<p><b>Desired length of requested presentation:</b></p>	
<p><b>If applicable, describe the format and length of the Q&amp;A portion of the presentation:</b> Open, scripted, or moderated?</p>	
<p><b>Is a PowerPoint presentation requested?</b></p>	
<p><b>Describe the required materials &amp; deadlines:</b> e.g., bio, photo, PowerPoint, etc. If the event is open to the public, provide a brief description, graphics, and sample social media posts.</p>	



<b>Provide information on who will introduce the speaker, if applicable:</b>	
<b>Audience Profile:</b> i.e., Industry, Academia, Patient Groups, Advocacy Groups, Business Executives	
<b>Describe the audience's familiarity with the topic:</b>	
<b>Expected number of attendees for this presentation:</b>	
<b>Is this event open to the public or invitation-only?</b>	