

**DoD CIO  
Speaking Engagement Request Form**

Please take a moment to complete the following form. The in-depth information will enable us to identify a fitting speaker, prepare the speaker for the event and ultimately ensure we meet the expectations for your organization.

Please save the form with the following file name format:  
“SFR\_Event Name(short)\_Speaker Name” for example “SRF\_ZT Symposium\_Resnick.”

Please send the completed form to OSD Pentagon DOD CIO Mailbox Speaker Requests  
[osd.pentagon.dod-cio.mbx.speaker-requests@mail.mil](mailto:osd.pentagon.dod-cio.mbx.speaker-requests@mail.mil)

**CONTACT INFORMATION**

Primary contact name:	
Primary contact phone number:	
Primary contact e-mail:	
Alternate contact name:	
Alternate contact phone number:	
Alternate contact e-mail address:	

**EVENT INFORMATION**

Event name:	
Event Theme:	
Host Organization:	
Is the host/co-host a CMMC Third-Party Assessor Organization (C3PAO) or other entity within the CMMC ecosystem?	C3PAO – Yes      No Other:
Does the Host sell cybersecurity tooling or function as a Managed Service Provider to defense industrial base companies?	
Additional Sponsors:	
Dates of event:	
Is event in person or virtual:	
Virtual platform (if applicable):	
Audio/visual support available:	
Is this event open to the media?	Yes      No
If open to media, please specify type (print, TV, radio, online):	
Social media hashtag:	
Event website:	
Will the event have the following: Photographer Videographer Internal Reporter ***If yes, will the products be provided?	Products:

**SPEAKER & ATTENDANCE INFORMATION**

Speaker Requested:	
Presentation Topic:	
Presentation Format (check one & describe any additional information in right column): Keynote Breakfast/Dinner/Luncheon Remarks Presentation Panel Moderator Panelist Fireside Chat Webcast Other (please specify) _____	Any additional details on the topic or format:
Will this event be recorded? If recorded, will it be made available to the public at no cost?	
Date & time of presentation:	
Allotted time for presentation:	
How much of the allotted time is for Q&A?	
Other panelists or notable event speakers:	
Dress Code: (business, business casual, formal, or military dress if applicable):	
Expected size of audience in person:	
Expected size of virtual audience:	
Audience make-up:	
Post conference feedback plan:	
Will you be able to provide audience composition data (total attendees/viewers, % of small/large businesses, industries represented, etc.) after the event?	Yes      No Details

**Logistics**

Physical address of the event:	
Recommended lodging w/ address & telephone:	
Recommended/closest airport:	
Recommended ground transportation:	