



Request a Speaker from the DoD Office of Small Business Programs

Thank you for your interest in having one of our experts speak at your event. Our booking process is simple and convenient. To get started, use the form below to input details about the event. Next, save the file for your records and then email it to osd.pentagon.ousd-a-s.mbx.osbp-industry-and-engagement@mail.mil. We will evaluate your request and be in touch soon.

Your Name*

Email Address*

TELL US ABOUT YOUR EVENT

Event Name*

Event Sponsor*

Event Start Date*

Event End Date*

What is the date you are requesting a speaker for?*

What is the type of event?*

Speaker Requested*

Would you be willing to accept a surrogate speaker if the one you have requested is unable to participate?

What type of speaking role/participation are you requesting?*

Event Location Name*

Event Address*

Event City*

Event State*

Requested Speaking Time*

Event Time Zone*

What is the duration of the speaking engagement?*

(not to exceed 2 hours)

Event/Speaker Point of Contact Name*

Event/Speaker Point of Contact Email Address*

Event/Speaker Point of Contact Phone Number*

Decision Deadline*

LOGISTICAL SUPPORT

Is registration required? If so, please provide registration details.

Are there any activities required before speaking?

Please describe.

Is lodging available for event/conference attendees?

If so, please provide lodging details including hotel name and group name/rate, if applicable.

What entrance should the speaker be dropped off/picked up at? Please also provide parking location and any building access details.*

REMARKS SUPPORT

What is the "big picture" purpose of the event?*

Who is the audience?*

Please provide information about the composition of expected attendees -- military, civilian, business, etc.

What is the expected audience size?*

What does the audience want to hear/learn about from the OSBP speaker?*

Please provide three bullet points that describe the focus of the OSBP content.

What does the audience need to hear/learn about from the OSBP speaker?*

Please provide three bullet points that describe the focus of the OSBP content.

What interests or concerns do members of the audience collectively have?*

Please provide three bullet points to help us best understand the audience's interests.

Are there any particular references, accomplishments, or statements recommended for remarks?*

Please provide or note plans for a call to discuss.

Are there any topics or sensitive issues to avoid?*

If yes, please provide details of the topics or sensitive issues.

Who are the speaker before and after the requested OSBP speakers? What topics or issue are they covering?*

What is the name, rank or title of the person who will introduce the OSBP speaker?*

Are there other DoD or federal official speakers at this event?*

Please provide the names and title of other Department of Defense officials speaking at the event.

Are there distinguished guests (Members of Congress, Cabinet Officials, professional staff) who will be in attendance?*

Please provide additional information including names and titles.

If the OSBP speaker will be introducing someone, please provide the name, title, biography and any relevant background materials.

MEDIA AND PROMOTION

What speaker information do you need in advance?*

Please select all that apply:

What types of media are invited to the event?*

Select all that apply.

Please provide the list of any specific media organizations who are anticipated to attend.

Will there be a press conference / availability before or after the event? *

Is there an expectation for the OSBP speaker to do an interview?*

Will there be a photographer and/or videographer present?*

Do you intend to post remarks and images from the event on external media forum (newsletter / website / blog, etc.)? If so, where?

Please save this form and send it to us by email:

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