



U.S. OFFICE OF SPECIAL COUNSEL
1730 M Street, N.W., Suite 218
Washington, D.C. 20036-4505

SPEAKER REQUEST FORM **(FEDERAL AGENCY REQUESTER)**

Please fill out the form below and fax it to Shirine Moazed, at 202-653-5161. Questions about completing this form should be directed to Shirine Moazed at 202-254-3600 or smoazed@osc.gov.

1. General Event Information
 - a. Title and description of event:
 - b. Sponsoring agency:
 - c. Event dates:
 - d. Event location:
2. Agency Contact Person For Proposed OSC Presentation:
 - a. Name:
 - b. Address:
 - c. Phone number:
 - d. E-mail address):
3. Type and Topic of Presentation (e.g., Prohibited Personnel Practices, Hatch Act, other):
4. Date, Time, and Location of Presentation:
5. Will payment of speaker's travel-related expenses be offered? (*Payment of such expenses is not required for consideration of this request.*) If yes, please complete the following:

Nature of Expense (<i>e.g., plane ticket, hotel room, meals, rental car, waiver of conference fee, other</i>)	Payment to OSC by check (C) or in-kind (K)
a.	
b.	
c.	
d.	
e.	

6. How many people will be in attendance at the event? _____
How many people do you expect to be in attendance at the OSC presentation? _____
7. Will the OSC presentation be videotaped? _____
If yes, to whom will the videotape be broadcast? _____
8. What type of merit system training has this audience received? Please be specific and use additional paper if necessary:
9. Is the audience primarily managers, first-line supervisors, personnelists/attorneys or nonsupervisory employees? Please indicate the representative occupations?
10. Are you aware of any cases pending at OSC concerning employees of your agency? If yes, please indicate the status of the case, to your knowledge.
11. Has your agency had any case involvement with OSC within the last five years?
12. Can you have a computer compatible with Microsoft Power-Point and projector available for the presentation? Yes () No ()
Do you have a microphone or podium? Yes () No ()
13. Please briefly describe the layout of the room for the presentation?

14. Please indicate the address and person to whom the presenter can send handouts before the presentation?

15. If the OSC training is part of a larger training conference, please provide an agenda for the conference. If this is currently unavailable, please provide it as soon as possible.