



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20502

Scheduling Request

Name/Organization Submitting Request:

Request for (name of person to receive request):

Type of Event:

- Meeting at OSTP
- Conference Call
- Keynote/Speaking Engagement
- Other (be specific)

Date of Requested Event:

Contact Person and Email:

Background Information (Please include any attachments or information you feel will be relevant when considering your request):

Submit all complete request forms to schedulingrequest@ostp.gov. Please submit only one request per event/meeting. You will be contacted by OSTP scheduling staff once a decision has been made regarding your invitation.

Thank you.