

## Request for DDTC Speakers

Thank you for your inquiry into the availability of a DDTC speaker to participate at your event. DDTC supports functions that assist the public in learning about defense trade. We receive many requests for speakers, and providing the following information will assist us in scheduling an appropriate speaker. Please e-mail the request two months prior to the event to [DDTC-Speakers@state.gov](mailto:DDTC-Speakers@state.gov) and address it to Kevin Maloney, Director of Defense Trade Controls Licensing. We will respond within one week.

Information you should include in the e-mail request:

1. Brief history of the organization, to include prior defense trade conferences
2. Description of target audience
3. Expected number of participants
4. Agenda (attach) and conference theme
5. Indication from which DDTC office (Compliance, Licensing, Management, or Policy) you would like a speaker
6. Location
7. Dates
8. Other relevant information