

Speaker Engagement Request Form

Thank you for your interest in inviting the Army Office of Energy Initiative (OEI) staff to speak at your conference. Please complete this form to request an OEI staff member speak at or attend an event or meeting. While OEI openly accepts the majority of invitations extended, at times we must decline an invitation due to scheduling conflicts. We greatly appreciate your patience while we attempt to accommodate speaking requests that support the mission of OEI.

1. Event Name:*

2. Event Location:*

3. Event Date:*

4. Event Start Time:*

5. Event End Time:*

6. Deadline to accept invitation:*

7. Contact Person:*

8. Phone Number:*

9. Address:*

10. Email Address:*

11. What specific topic or subject should be addressed?

12. Preferred length of comments:

13. Expected Audience:

14. Number of expected attendees:

15. Are there any other speakers?

16. Any special guests in attendance?

17. Email this form to USArmy.pentagon.hqda-asa-iee.mbx.energy-initiative-task-force@mail.mil