

Army Office of Energy Initiatives 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.

Event Name

Event Location

Event Date

Event Start Time/End Time

Deadline to Accept Invitation

Contact Person

Phone Number

Address

Email Address

What Specific Topic or Subject Should Be Addressed?

What Format Should the Presentation be Presented? Remarks, PowerPoint Presentation, or Both?

Preferred Length of Comments

Expected Audience

Expected Media

Number of Expected Attendees

Are There Any Other Speakers? If so, Please Provide Names, Organizations/Offices and Other Pertinent Information.

Any Special Guests in Attendance?

Once completed, please email this form to the [Army OEI](#)