



## REQUEST FOR NOAA EXPERT PARTICIPATION IN AN EVENT (FOR EXTERNAL USE ONLY)

**Who should use this form:** This form is to be used by non-NOAA personnel and organizations only. (NOAA line and staff offices wishing to recommend an external event should use the internal use Event Request Form, available at <http://www.correspondence.noaa.gov/correspondence.html>)

**When to use this form:** Please use this form to request the participation of a NOAA expert outside of the senior leadership team for an external event. Senior leaders would include: · Dr. Jane Lubchenco, Under Secretary of Commerce for Oceans and Atmosphere · Ms. Monica Medina, Ms. Mary Glackin, Ms. Margaret Spring, Dr. Larry Robinson, and other members of NOAA's senior leadership team.

### Instructions:

1. Please provide the information requested to allow NOAA External Affairs staff to understand your event and give due consideration in the calendar management process.
2. Please attach any supporting documentation you would like considered with your request.
3. When complete, please return the form via e-mail (as an attachment or web link) to [External.Affairs@noaa.gov](mailto:External.Affairs@noaa.gov)

### Notes:

We regret that we are often unable to honor requests for participation at specific dates and times. Please indicate any flexibility in the schedule for NOAA participation in your event on the request form.

# NOAA External Affairs Speakers Bureau Request



**EXTERNAL USE ONLY** – Please fill this form to the best of your ability for your event to be considered.

**Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Date and Time** (please indicate if there is any flexibility): \_\_\_\_\_

**Meeting Requestor:**  
(Name/Affiliation); \_\_\_\_\_

**Relationship of Organizer and/or Participants to NOAA:** (contracts, grants, collaborations, legal action, etc.)

**Date or Deadline By Which Decision to Participate is Needed:**

**Requestor** (Name and affiliation):

**Event Organizer/Sponsor:**

**Contact information** (Phone and E-mail):

**Topic Speaker May Want to Address for Your Organization:**

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**Event Description:** (Please describe in 3 sentences or less.)

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**Audience Description:**

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# NOAA External Affairs Speakers Bureau Request

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**Rationale for NOAA Participation:** (3 sentences or less)

**Other Invited Participants** (speakers, distinguished visitors):

**Media Plan for the Event:**

**Suggested messages for the audience:**

**Role of Requested NOAA Participant(s):**

Speaker\_\_

Attendee\_\_

Other (explain):\_\_

**Proposed Meeting Format:**

Roundtable\_\_

Speech at Podium\_\_

Panelist\_\_

PowerPoint\_\_

Indoor Setting\_\_

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