U.S. ARMY CYBER CENTER OF EXCELLENCE

SPEAKER REQUEST

Please complete the attached forms and submit them to the Commander's Action Group at least 30 days before the event.

The information requested ensures appropriateness and compliance with Department of War policies. Additionally, it improves coordination between the requestor and senior leader supporting the event. Please note that the Army's potential participation cannot be used in advertisements.

If your request is approved, then the group's POC must submit an agenda and RSVP list to our office upon approval. For events occurring off post, please provide complete and accurate directions to the event site and a map or line drawing.

Please have the event POC review and sign the following:

• I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the Commander's Action Group will contact me to discuss this request prior to any commitment.

• My signature certifies that I understand that requests are evaluated based on the needs of the U.S. Army. Completing this form does not confirm or guarantee approval or support. I also understand that there is always the possibility that operational commitments may preclude an approved request and a scheduled appearance may be cancelled on short notice due to the needs of the Army and mission requirements.

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SPEAKER REQUEST

Title of Event:

Requesting Organization:

Organization's Website:

Date of Event:

Time of Event:

Speaker Arrival Time:

Time of Presentation:

Length of Presentation:

Requested Topic – Main Theme of the Event:

Deadline to Confirm Speaker:

Expected Attendance #:

Uniform/Dress Code:

Address of Event: (Please Attach a Map)

Requested Speaker and Why:

ADDITIONAL INFORMATION

Are the Speaker's bio and photo needed?

- ☐ YES
- ☐ NO

Will a reserved parking space be provided?

- ☐ YES
- ☐ NO

Speaker Gift?

- ☐ YES
- ☐ NO

Event being used to raise funds?

- ☐ YES
- ☐ NO

Media invited?

- ☐ YES
- ☐ NO

Presentation to be recorded?

- ☐ YES
- ☐ NO

Cost for the Event?

- ☐ YES $ _____
- ☐ NO

Has a U.S. Army Cyber Center of Excellence Representative previously spoken at this Event?

- ☐ YES *(Who and When)*
- ☐ NO

Audio-Visual Equipment Available:

- ☐ Lapel Microphone
- ☐ Podium
- ☐ Projector
- ☐ Computer w/ Powerpoint Software
- ☐ DVD Player
- ☐ WIFI

Audience Composition:

- ☐ Politicians
- ☐ Veteran's Organization
- ☐ Retired Military
- ☐ Active Military
- ☐ Industry Professionals *(Specify)*
- ☐ Civic Organization *(Specify)*
- ☐ Other _____
- ☐ CADETS/USMA/ ROTC
- ☐ Educators
- ☐ Students

Theme of the event and most desired talking points. How can we assist in amplifying your message? What do you hope the speaker's remarks will accomplish?

Event Agenda / Timeline / Venue Layout (attached):

Hosting Organization History: (Provided or Attached):

Organizational Most Notable Accomplishments:

If requesting recognition of individuals at the event by the CCoE Leadership, please provide who will be recognized and why.

Scheduled VIP attending and Final Date for Guest List: (Listed or Attached)

Escort Officer's Contact Information:

POINT OF CONTACT

Requestor's Name:

Email Address:

Affiliation with Group:

Phone Number:

Cell Phone:

Today's Date:

Completed form must be submitted at least 30 days prior to the event date to the U.S. Army Cyber Center of Excellence's Commander's Action Group at:

Email: USARMY Ft Gordon CCoE List Commanders Action Group usarmy.gordon.cyber-coe.list.commanders-action-group@army.mil