

Form CT-SpeakPro

E&O Speakers Program Request Form



Complete Form CT-SpeakPro and email it to DRS.EducationandOutreach@ct.gov.

Part I Requestor's Information

Name of Organization

Mailing Address (number and street) PO Box Apt. no. City State ZIP code

Purpose of Organization

Contact Person

Telephone Number

- -

Contact Person Email

Alternative Contact Person

Telephone Number

- -

Alternative Contact Person Email

Objective of Speaking Engagement

Part II Location of Speaking Engagement

In Person ☐ Virtual ☐

Location Address (number and street) PO Box Apt. no. City State ZIP code

Parking Information

Virtual Engagement (please provide suggested technology and venue)

Special Instructions

Part III Setup Information

Speaking Engagement Date

Speaking Engagement Time

Alternative Speaking Engagement Date

Alternative Speaking Engagement Time

Time Allocated for Speaker

Approximate Number of Attendees

If in Person, Equipment Available (microphone, podium, PowerPoint capabilities, screen to project PowerPoint, HDMI etc.)