

# AMERICA'S PHYSICIAN GROUPS

## Speaker Request Form

To request an APG speaker for your conference or meeting, please complete this form and email it to [gphillips@apg.org](mailto:gphillips@apg.org) and [jjackman@apg.org](mailto:jjackman@apg.org). No request will be considered without this information. Thank you!

Requested Information	Please Enter Information Here:
Name of Organization	
Brief Description of Sponsoring Organization (please indicate if APG member, partner, sponsor, or other)	
Contact Name	
Phone Number	
Email Address	
Requested Speaker from APG	
Date when you need a final commitment	
Name and Brief Description of Event (e.g., annual meeting, conference, seminar, board meeting, etc.)	
Date(s) and Time of Event (include the exact time of presentation)	
Is a draft agenda currently available? (If so please include as an attachment or send separately)	
Event Location & Address:	
Conference Hotel (if applicable):	
Details of event setup (e.g., podium, auditorium, banquet room, type of microphone)	
Topic of Requested Presentation	
Type and Length of Requested Presentation (please indicate whether a speech, "fireside chat," or another format):	
Is a virtual presentation possible or is this event in-person only?	
Is a PowerPoint presentation requested? (if so please indicate if the presentation must be received in advance, by when, and to whom it should be sent)	

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How much additional time will be allotted for Q&A (if any)?	
How long is speaker expected to be at the event?	
Audience Profile: (e.g., physician group (s), industry, academia, advocacy group)	
Are other speakers invited? If so, who?	
Who will introduce the speaker? (Please provide bio if available)	
Is there anyone specific whom the Speaker should recognize and/or thank?	
Who will meet APG staff at venue? Please provide contact info.	
Who Will Introduce APG staff (please provide bio):	
Media coordinator and contact information, if applicable:	
Please describe how this event will be publicized: in advance, with signage at the event, and after the event.	
Will members of the news media be in the audience?	
News media organization(s) and Names of Reporter(s), if known:	
Will Event be Recorded? If so, a copy of the recording will be required.	
Will Event be Livestreamed?	<b>Yes</b> <b>No</b>
Will APG staff expenses be covered? If so please provide instructions and/or a reimbursement form.	

FOR APG USE ONLY: RESPONSE AND DATE

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