



# U.S. FOOD & DRUG ADMINISTRATION

## SPEAKER REQUEST FORM – Food Traceability

Thank you for your interest in inviting an FDA Representative to participate in your event. To better assist us in processing your request, please provide as much information as possible in the form below and return it to [FSMA204Traceability@fda.hhs.gov](mailto:FSMA204Traceability@fda.hhs.gov). We will respond to you as quickly as possible upon receipt of the information below.

EVENT DETAILS	
Name of event	
Host/organizer/sponsor	
Preferred date & time	
Location	
Purpose/theme	
Requested name of speaker (if any)	
Other FDA employees invited to speak at event	
Moderator of the event and/or individual introducing the FDA Speaker	
Event registration fee and/or fee range for attendees	
Attach/provide draft agenda (if available)	
FORMAT DETAILS	
Proposed role for speaker (e.g., keynote, session speaker, panelist, Q/A):	
Duration of session/remarks/Q/A	

**AUDIENCE**

Approximate number of attendees

Audience profile (e.g., government, industry, growers, international, consumers)

**MEDIA**

Open or closed to media (If open to press, please provide a POC)

Webcast

Video recorded

**CONTENT DETAILS**