



REQUEST AN ODT SPEAKER FORM

Thank you for your interest in inviting the FDA Office of Digital Transformation (ODT) to participate in your event. To better assist us in processing this request, please complete and return this form to ODT-Communications@fda.hhs.gov. We will respond to you as quickly as possible regarding the invited attendee's availability.

Event Details

Name of Event	
Type of Event (Internal or External)	
Preferred Date, Time, and Location	
Other FDA employees invited to speak	
Moderator	
Host/Organizer	
Sponsor of Event	
Registration Fee	
Attach/Provide draft agenda (if available)	
Primary Point of Contact	

Format Details (Please Select)

Opening Remarks (include duration)	
Keynote (include duration)	
Keynote plus QA (include duration for each)	
Interview	
Panelist (list invited and/or confirmed panelists and their affiliation)	
Fireside chat (include duration)	

Audience

Approximate number of attendees	
Profile	
Members of Congress expected	

Media

Open or closed to media	
If open to press, provide a POC	
Webcast	
Video recorded	

Content Details (please fill out the requested topic/theme/areas of discussion here)

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