

From: [Preston, Aja](#)
To: [Nolan, Kenneth](#)
Subject: RE: Cross-Agency FDA Speaker Requests
Date: Tuesday, August 13, 2024 1:59:12 PM
Attachments: [image001.png](#)

Hi Ken,

As mentioned, please submit your web request for the two web pages mentioned below, via the OC Web Request Form using this link. <https://apps.gov.powerapps.us/play/cf4d9c17-f2d7-4f32-a517-f6be04089459?tenantId=7d2fdb41-339c-4257-87f2-a665730b31fc>. Fill in all the fields with information regarding your request. Once it's received it will be assigned to a team member to complete. You'll receive a notification to review the task and once approved it will be published.

To make an update to the Speaker Request page on Accessdata, <https://www.accessdata.fda.gov/scripts/FDASpeaker/introduction.cfm>, please submit a request through the [FDA Service Portal](#). This is separate from our team, ODT handles this. When you land on the FDA Service Portal home page follow these steps:

Click **"Submit Ticket"**- Click **"Information Technology"**- Click **"Enterprise Wide Services and Applications"**- Click **"Internet/Intranet"**- Click **"Cold Fusion Support Request"**. Then submit your update for the page via the form.

Please let me know if you have any additional questions.

Thanks,

Aja Preston

Web & Digital Services
Office of External Affairs
U.S. Food and Drug Administration
Tel: 301-796-8229
aja.preston@fda.hhs.gov



From: Nolan, Kenneth <Kenneth.Nolan@fda.hhs.gov>
Sent: Tuesday, August 13, 2024 1:45 PM
To: Preston, Aja <Aja.Preston@fda.hhs.gov>
Subject: Cross-Agency FDA Speaker Requests

Good day, Aja,

As a follow-up to conversation today regarding technical glitches being experienced on the following sites that handle speaker request related activities:

- [For Industry Stakeholder Organizations: Requesting Cross-Agency Speakers From FDA | FDA](#)

- [For Trade and Industry Groups: Requesting Cross-Agency Speakers From FDA | FDA](#)

Please post the following notifications in a red call out box at the top of each page for the above noted sites:

Due to technical complications, the speaker request form is unavailable.

Our support team is actively working to resolve this issue as soon as possible.

We apologize for any inconvenience.

Please send an email to FDASpeaks@fda.hhs.gov along with the invitation letter and draft agenda.

If you have any questions, Happy to chat further on 301.796.8629.

Thank you.

Ken