



U.S. FOOD & DRUG ADMINISTRATION

Thank you for your interest in inviting a member of the [FDA Oncology Program](#) to participate in your event. To better assist us in processing this request, please complete the below form and return to [The Oncology Speaker request team](#). We will respond to you as quickly as possible regarding a FDA Oncology speaker's availability.

Please use as much space as needed in the form.

EVENT DETAILS	
Name of event	
Website for event (if available)	
Event Start Date & Time	
Event End Date and Time	
Location (Street/City/State/Zip /Country-If International)	
Virtual Platform (If Virtual Event)	
Event Purpose/Session Details	
Host/Organizer. (Please list both if the host is different than the sponsor)	
Host/Organizer POC Details	
Event registration fee and/or fee range for attendees	
Attach/Provide draft agenda (if available)	Please attach the agenda, in, or any other supporting documents to the email submission
SPEAKING DETAILS (please select)	
Requested/Invited FDA Employee	
Other FDA employees requested/invited to speak	
Speaking Session Date/Time (if known)	
Speaking Session Details/Topic	
Will this be a panel session?	
Panelist (list invited and/or confirmed panelists)	

AUDIENCE	
Approximate number of attendees	
Profile (Industry, academia, government) etc.	

MEDIA	
Open or closed to media	
If open to press, provide a POC	
Webcast (Will sessions be broadcasted outside virtual registrations?)	
Video recorded (Will video be record for future postings?)	

CONTENT DETAILS	