

## OFFICE OF INSPECTIONS AND INVESTIGATIONS (OII) SPEAKER REQUEST QUESTIONNAIRE

### To request an OII Speaker, you should:

- Complete the Speaker Request Questionnaire
- Submit a formal letter of invitation on the organization's letterhead
- Program Agenda with all invited speakers and topics (drafts are acceptable)

To allow adequate time for review, decision-making, and travel preparation, ideally organizations should submit the speaker request **three to four months in advance** of an event held in the United States. For international events, the organization should submit the speaker request four to six months in advance.

Emerging regulatory demands and other commitments may limit the level of participation when less notice is given.

To submit a speaker request for an event that includes multiple centers within the Agency, see [Requesting Cross-agency Speakers from FDA](#).

### What happens after filing a Speaker Request Questionnaire?

- The Requested Speaker or the ARTS Speaker Liaison will confirm receipt of the request.
- If you have not identified a speaker, the ARTS Speaker Liaison ([artssupport@fda.hhs.gov](mailto:artssupport@fda.hhs.gov)) will work with the requested OII office to collect additional information to help determine the appropriate OII speaker.
- Once a determination is made (approved or declined), the OII invitee will provide the official notification of OII's participation to the requesting organization's point of contact.

### Some factors used by OII management in considering requests are:

- Timeliness of the topic
- Availability of staff
- Geographical location of event
- Target audience
- Expected number of attendees
- Availability of funds to cover travel costs (if necessary)

*For questions or additional information, please email [artssupport@fda.hhs.gov](mailto:artssupport@fda.hhs.gov)*

## **SPEAKER REQUEST QUESTIONNAIRE**

1. Date of Request
2. OII Point of Contact
3. OII POC Email Address
4. Phone #

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### **SECTION A: Requested Speaker Information**

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1. Requested Speaker's Name
2. Speaker's Title
3. Speaker's OII Organization

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### **Section B: Organization Information**

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1. Name of organization's POC
2. Organization's POC phone #
3. POC Email Address
4. Name of Requesting Organization
5. Organization Structure
6. Organization's Website
7. Organization Membership
8. Brief Description of organization
9. Number of members in organization
10. Is the Request for an industry-based group or trade organization
11. Has the Organization Engaged in Lobbying Activities
12. Has OII previously participated in this event?
13. Is the request FSMA or New Era of Smarter Food Safety Related

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### **SECTION C: Event Details**

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1. Event Name
2. Is this event open to the public

3. **Is this a virtual or in-person event**
4. **Cost per person to attend event**
5. **Venue Name (if in-person only)**
6. **Expected # if attendees**
7. **Venue Address (if in-person only)**
8. **Event City**
9. **Select State**
10. **Event Zip Code**
11. **Will the event be videotaped? (Select) If yes, how will the videotape be used**
12. **Enter the topic for the requested presentation**
13. **Indicate if the media is invited**
14. **Is the speaker giving a presentation or participating as a panelist**
15. **What is the time allotted for the presentation or the panel discussion**
16. **Confirmation deadline (date)**
17. **Date and Time of presentation**
18. **Additional presentation times**
19. **Are there other OII employees invited to participate in the event**
20. **If yes, enter the names below**
21. **Select Commodity area for the requested topic**
22. **Type of audience**
23. **Description of audience**
24. **Has the POC made a request to another FDA center**
25. **Additional information relevant to this request**