

# Speaker Request Form

## ORGANIZATION INFORMATION

Contact/Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

Phone number on day of speaking engagement: \_\_\_\_\_

## MEETING INFORMATION

Type of Meeting: \_\_\_\_\_

Date of Speech: \_\_\_\_\_

Address of meeting location: \_\_\_\_\_

Time of Speech: \_\_\_\_\_ Length of Speech: \_\_\_\_\_

Audience Size: \_\_\_\_\_ Audience Composition: \_\_\_\_\_

Meeting Attire :  Business |  Business Casual |  Casual

Audio-Visual

(please check all that will be available):  Laptop |  projector & screen |  handheld pointer |  podium |  wireless microphone

Requested topic: \_\_\_\_\_

Requested speaker (optional): \_\_\_\_\_

## LOGISTICS

### Recommended Lodging for Speaker

Lodging name: \_\_\_\_\_

Lodging address: \_\_\_\_\_

Lodging phone number: \_\_\_\_\_

### Transportation

Closest airport name: \_\_\_\_\_

Recommended ground transportation: \_\_\_\_\_

Joint Commission speakers can schedule their own lodging and travel arrangements. If your organization prefers to make any of these arrangements for the speakers, please inform the speaker once he or she is confirmed.

A condition for providing your organization with permission to audio or video tape this presentation is that you must prominently include the following disclaimer. If you fail to use the disclaimer, you do not have permission to use the audio or video tape. Please note that the material presented cannot be manipulated or distorted in any way.

**DISCLAIMER:** Please note that this presentation is current as of X date. The Joint Commission reserves the right to change the content of the information as appropriate.

# Speaker Request Form

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## Comments or additional information (optional):

The requesting organization agrees to pay The Joint Commission a \_\_\_\_\_ (*to be completed by The Joint Commission*) honorarium. The requesting organization also agrees to reimburse The Joint Commission for the speaker's travel, food and lodging expenses. This request may be forwarded to Joint Commission Resources (JCR) based on the topic and length of presentation. JCR is an affiliate of The Joint Commission.

### Approval Signature

(to be signed by requester): \_\_\_\_\_

After completing this form, please fax it to Denise Tucker at (630) 792-4633. Please complete as much information as possible. After we receive the completed form, we will determine if we have a speaker available. Once we secure a speaker for your event, we will contact you to discuss further details, such as honorarium and expense coverage.

Thank you for your interest. We will make every effort to accommodate your request.

**Return to: Denise Tucker**  
**Department of Communications**  
**The Joint Commission**  
**One Renaissance Boulevard**  
**Oakbrook Terrace, IL 60181**  
**Phone: 630-792-5633 Fax: 630-792-4633**



### FOR USE BY JOINT COMMISSION STAFF

Date Received: \_\_\_\_\_

Director: \_\_\_\_\_ Department: \_\_\_\_\_

Speaker: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Speaker's Title: \_\_\_\_\_ Extension: \_\_\_\_\_

Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_