

## OCC Speaker Request Form

Please complete and submit this form to request the OCC's participation at your upcoming event. Requests should be submitted at least **60 days** before the event. We typically will not be able to accommodate requests for OCC speakers less than one month in advance of an event.

Why do you want the OCC to participate?

### Section 1: Contact Information

Name:  Title:  Company/organization:

Phone:  Email:  Organization or event website/URL:

Information about your organization:

### Section 2: Event Information

Event Title:  Date(s):

Description:

Venue address: \_\_\_\_\_  
City State Country

Event Purpose:  Business development  Client value  Networking/educational/information sharing

Event Format:  Chattham House Rules  Presentation  Seminar  Webinar  
 Interview/Fireside Chat  Roundtable  Speech  Workshop  
 Panel Discussion

Event sponsor: \_\_\_\_\_

Is the primary event sponsor/host:  Commercial Entity  Nonprofit  Academic Institution  
 Government Agency  Trade Association

Topic: \_\_\_\_\_

Subtopic: \_\_\_\_\_

How long has the event been in existence?  First time  1-2 years  More than 2 years

Agenda website/URL: \_\_\_\_\_

Invited or Confirmed Speakers (Name and organization): \_\_\_\_\_

Other regulators invited? Yes  No  \_\_\_\_\_

### Section 3: About the Audience

Target audience: \_\_\_\_\_ Number of attendees: \_\_\_\_\_ Confirmation deadline: \_\_\_\_\_

Approximately what percentage of the audience will be banks? \_\_\_\_\_

Of the banks attending, approximately what percentage of the banks are supervised by the OCC? \_\_\_\_\_

Of the banks attending, what are their asset sizes?  Less than 1B  1B to 10B  Greater than 10B

### Section 4: About the OCC's Requested Participation

Has an OCC employee ever spoken at your event? Yes  No  if "yes", please provide name(s) and date(s).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Have you contacted an OCC representative about your event? Yes  No  if "yes", please provide name(s).

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

Are you requesting a specific OCC representative? Yes  No  if "yes", please provide name(s).

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

Specific date of the engagement: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Is the time slot fixed or tentative? Fixed  Tentative

Will you provide the OCC with the audience's feedback? Yes  No

If panel, indicate the moderator's name and organization. \_\_\_\_\_

If panel, title of the panel? \_\_\_\_\_

Will there be a q/a? Yes  No

If you are requesting the OCC for more than one speaking engagement, please enter the other sessions' details.

Are materials needed? None  Presentation  Handouts  Both

### Section 5: Media and Event Access

Are media representatives invited? Yes  No  (if "yes", please provide details).

Is the event open to the public? Yes  No

Will the event be recorded, broadcast, or streamed? Yes  No  \_\_\_\_\_  
If yes, please provide the website to access the recording or streaming.

Please provide other relevant or useful information about this event.

Please email the form to [OCCOutreach@occ.treas.gov](mailto:OCCOutreach@occ.treas.gov) and retain a copy of this form for your records.

In the email, please attach any material related to the event (agenda, flyer, etc.).