



## SPEAKER REQUEST FORM

**MDRT will make every effort to identify an MDRT member to suit your request, however we cannot guarantee a speaker's availability. Due to their scheduling demands, requests should be made at least three (3) months in advance of requestor's program completion deadline in order to improve the likelihood of securing a speaker.**

**A speaking fee/honorarium will not be charged to the host organisation. However, the host organisation is expected to pay all of the speaker's related travel expenses (round trip first/business class airfare, accommodations, ground transportation, and meals).**

**AMBASSADOR SELECTION IS AT THE DISCRETION OF MDRT. IF ORGANIZERS CHOOSE NOT TO ACCEPT THE SELECTED AMBASSADOR MDRT WILL NOT ATTEMPT TO FIND ANOTHER AMBASSADOR - ORGANIZERS WILL BE RESPONSIBLE FOR SECURING THEIR OWN SPEAKERS FOR THEIR EVENT**

PLEASE COMPLETE THE FOLLOWING DETAILS	
Name/Primary Contact Person	
Name of Host Organisation	
Speaker Confirmation Deadline (deadline date that speaker must be confirmed by MDRT)	
Requestor E-mail	
Office Phone	
Mobile Phone	
Event Name	
Event Date(s)	
Date(s) the speaker will need to arrive and depart (please take into consideration rehearsals, receptions, and other obligations)	Arrival date: Rehearsal date and time: (if applicable) Departure date:
Event Location (city, state, country)	
Event Venue and Address	

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<b>Event Theme, if any</b>			
<b>Date of Presentation(s)</b>			
<b>Type of Presentation(s)</b> (e.g., General Session, Breakout Session, etc.) (please provide complete details)			
<b>Desired Number of Presentations</b> (not to exceed 2 in one day)			
<b>Presentation Time(s):</b>	General Session:	AM	PM
	Workshop:	AM	PM
	Breakout Session(s):	AM	PM
		AM	PM
<b>Desired Presentation Topic(s)</b>			
<b>Length of Presentation(s)</b> (Not to exceed 60 minutes)			
<b>Due date the presentation/script must be submitted</b>			
<b>Program Attached?</b>	Attached                      Not Available until later date		
<b>Will the speaker need to give their presentation in a language other than English?</b>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <b>Yes</b> </div> <div style="text-align: center;"> <b>No</b>              Simultaneous                      Consecutive           </div> </div> <p><small>*If NO, please confirm whether simultaneous or consecutive interpretation will be provided.</small></p> <p><small>**If YES, please provide the language requested for speaker's presentation:</small></p>		

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<b>Estimated Number of Attendees</b>			
Please provide a brief description of the attendees (age group, career level, production focus, etc.)	<b>MDRT Members</b>	<b>Non-members</b>	
	<b>20-35 yrs old</b>	<b>35-50 yrs old</b>	<b>50-65 yrs old</b>
	<b>New to industry</b>	<b>Experienced</b>	<b>Top producers</b>
What is your budget for speaker expenses?			
Hotel Accommodations (if applicable) – Name, address & phone number			
Will arrival/departure airport transfers be provided?	<b>Yes</b>	<b>No</b>	
Airport Transfer Details (please include contact details)			

## ADDITIONAL INFORMATION

- MDRT will make every effort to identify an MDRT member to suit your request, however, we cannot guarantee a speaker's availability.
- Ambassador selection is at the discretion of MDRT. If organizers choose not to accept the selected ambassador MDRT will not attempt to find another ambassador - organizers will be responsible for securing their own speakers for their event
- MDRT must receive a request for speakers no later than three months in advance of finalizing your program.
- Speakers are selected on the basis of the presentation topic provided by requestor. Please be specific when designating topics.
- In order to find the best speaker for a host organization all fields should be completed. The more information MDRT has the better to facilitate our search for the right speaker.
- Host organizations are requested to keep speaker presentations at a maximum of 60 minutes.
- Air travel, hotel accommodations and airport transfers are the responsibility of the host organisation.

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E-Signature

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Date