



U.S. Department of the Interior (DOI) Bureau of Ocean Energy Management



BOEM Director's Office: Speaking Engagement Request Form

Please submit this completed form to jennafer.foreman@boem.gov, sara.mcpherson@boem.gov, boem_special-assistant@boem.gov, and BOEMDirectorScheduling@boem.gov

For speaking engagements outside of the Washington D.C. commuting area, the completed form is preferred at least 21 calendar days in advance of event date for virtual or in-person events. We typically confirm speaking engagements 4-6 weeks prior to the event date.

General Information

Event Title and Purpose of the Event (Why is this event being held?)

Event Date(s)

Start Date:

End Date:

Event Time:

Event Start Time (please include Time Zone):

Event End Time:

Event Location (City, State, and Venue, if known):

Speaking Type:

If Other, please specify:

Requested Format:

Requested BOEM Speaker

If Other, please specify:

Are recorded remarks okay? Yes: No:

If requested speaker is unavailable, is a surrogate okay? Yes: No:

Type of Event

If Other, please describe:

Event Host(s) (Organization Name) and Event POC (name, email address, and phone number).

Is the event host a 501(c)3 organization or a media organization? No: Yes:
(If yes, indicate which outlets?)

Detailed description: *(Describe the topic/ agenda and supply all background, briefing and/or meeting materials (e.g. link to register, history of the event, prior attendance by DOI/BOEM officials, draft agendas, event website, promotional/advertising materials, outreach plan, etc.).*

ATTENDEES and INVITED PARTICIPANTS:

Approximately how many attendees are expected?

Describe the expected attendees of this event (i.e., members from a given industry or profession; other Federal, state, or local government officials; academia; non-governmental organizations, etc.)?

Have you invited any other Senior DOI Officials to speak at this event? Please list invitees and please note if they have confirmed their participation.

Who else have you invited to speak at this event (and please note if they have confirmed their participation). Please Include names, titles, and affiliations of invited VIPs from Tribal, Foreign, Federal, State, or Local Governments and VIPs from Private Companies or NGOs.

Press

Is this event open to press, local, trade, state, or national news outlets? *(If yes, indicate which outlets?)*

Yes: No:

Is this an annual event? *(If yes, which news outlets typically cover the event?)*

Yes: No:

Is the event open to the public? *(If yes, include link to event)*

Yes: No:

Will you be advertising or live streaming the event on any social media outlets? *(If yes, explain)*

Yes: No:

Any additional notes or information?

External (Non-government) Ethics Clearance Information

The information below is for ethics analysis and is not a solicitation for anything of value by the Department or its employees. Please note the monetary value of each category below:

Registration Fee (Conference Fee, Etc.)	Transportation (Air, Ground, Boat, Charter Bus, etc.)	Lodging	Meals (Breakfast, Lunch, Dinner, Refreshments, Other Food Items) Please note if any of these meals are covered by the registration fee.	Other (Instruction Materials, Gift(s), Entertainment, and other misc. items)

Are any of the above costs being covered by the event host? <i>(If yes, which costs and who is sponsoring?)</i>	Yes:	No:
Is this a fundraiser? <i>(If yes, explain):</i>	Yes:	No:
Are any of the anticipated event participants or event hosts a partisan political candidate (including incumbents seeking reelection), a representative of a political party, or a registered political action committee (PAC)? <i>(If yes, identify.)</i>	Yes:	No:
Do any of the expected event participants or event hosts seek or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? <i>(If yes, identify.)</i>	Yes:	No:
Will the event involve discussions about legislation, broad policy options, or other general matters that involve a large and diverse range of persons and interests? <i>(If yes, describe.)</i>	Yes:	No:
Will the event involve discussions about regulations, rules, or other matters that impact a specific industry, sector of the economy, or group of persons? <i>(If yes, describe.)</i>	Yes:	No:
Will the event involve the specific discussion of a litigation matter, a permit, a grant, a contract, or any other matter that involves specific parties? <i>(If yes, identify the matter and list the specific parties.)</i>	Yes:	No:
Will attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? <i>(If yes, describe.)</i>	Yes:	No:

Speaking Engagement Logistics (If you do not have all of this information at the time of your request, that is okay, our Communications Team will reach out to you upon confirmation to request any missing details.

How long is the BOEM SPEAKER expected to speak? (*Note Speaking Duration and Time Reserved for Questions*)

Where should the speaker meet to get set up? (*The BOEM Speaker will arrive approximately 30 mins prior to their speaking time*)

Room Location:

Are there any specific topics that you or the audience would want the BOEM Speaker to address? (*If yes, please describe below*)

Yes: No:

Will there be Q&A after the BOEM Speakers remarks?

Yes: No:

Will BOEM be consulted to assist in the preparation of the Panel Questions?

Yes: No:

Will prepared questions be shared with BOEM ahead of time?

Yes: No:

Will there be a moderator for the Q&A?

Yes: No:

Will you take live questions from the audience?

Yes: No:

Will the speaker use a LAV or stationary mic?

How will the room be set up? Will the speaker be at a podium? Seated at a table? Chairs on stage? (*Please Describe Below*)

Day of Contacts (*Name, title, affiliation, and cell phone number of the on the ground contacts for the event*):

Day of Contact (Primary):

Day of Contact (Back-Up):

Privacy Act Statement

Authority: 5 U.S. C. § 301 and 44 U.S.C. § 3101 authorize the collection of this information. Purpose: BOEM will use the requested information to review, process, and manage your speaking engagement request. Routine Use: This information may be shared internally with authorized personnel who have an official need-to-know. In addition to those disclosures generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended, records maintained as part this system of records may be disclosed subject to all the published routine uses as identified in INTERIOR/DOI-08, DOI Social Networks - 76 FR 44033 (July 22, 2011); modification published 86 FR 50156 (September 7, 2021). Disclosure: Providing this information is voluntary. However, failure to provide the requested information may result in BOEM's inability to review, process, and/or act on your speaking engagement request.