Office of the Comptroller of the Currency

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 and retain a copy of this form for your records.

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