U.S. ARMY CYBER COMMAND

SPEAKER REQUEST

Thank you for your interest in the U.S. Army Cyber Command, or ARCYBER, speakers bureau! Our goal is to offer knowledgeable, engaging speakers who can discuss a wide variety of topics with the community. Whether you need a dynamic keynote speaker to kick off a special event or want to learn more about the Army, we have a presentation for you.

It's never too early to begin planning your event, and we want to be a part of that plan. Please complete the attached forms and send to the ARCYBER Public Affairs Office at least 90 days before the event dates.

The information requested is required to evaluate the event appropriateness and compliance with Department of Defense and Department of the Army policies and for coordination with the units involved. Please note that the Army's potential participation cannot be used in advertisements.

If your request is approved, then the requesting organization's POC must submit an agenda and RSVP list to our office 72 hours prior to the event. Please provide complete and accurate directions to the event site and a map or line drawing.

Please have the event POC review and sign the following:

- I am acting on behalf of the sponsoring organization and certify that the information provided is complete and accurate to the best of my knowledge. I understand that a representative from the Public Affairs Office will contact me to discuss this request prior to any commitment.

- My signature certifies that I understand that requests are evaluated based on the needs of the U.S. Army and Army Cyber Command. Completing this form does not confirm or guarantee approval or support. I also understand that there is always the possibility that operational commitments may preclude an approved request and a scheduled appearance may be cancelled on short notice due to the needs of the Army and mission requirements.

_____

Printed Name

_____

Signature

_____

Date

1. **Is there a fee for your speakers?**
    No. Our speakers bureau is a free service offered to the community at large. However, the requesting organization may offer to cover either travel or meal costs when applicable.

2. **Can general officers speak at my event?**
    General officers from ARCYBER are actively involved with the community. When their mission and availability allow, they participate in public speaking. We also have many other Soldier and civilian volunteers that we may recommend for your event.

3. **Do you only offer military speakers?**
    No. We have many amazing civilian employees who have volunteered their time and expertise to the speakers bureau.

4. **What kind of topics do speakers from ARCYBER usually discuss?**
    Our list of topics and speakers is continuously changing and growing. If you do not see your topic listed or are not sure what topic would best fit your group/organization, please give us a call. We look forward to the opportunity to help you with your event.

    *   Team ARCYBER
    *   Connected Communities and Families
    *   Building the Next Generation of Cyber Professionals
    *   Cyber Safety, Security, Vulnerabilities and Attacks
    *   Human Behavior-Based Security
    *   General U.S. Army Topics
    *   Leadership
    *   Military Holidays (Memorial Day, Veterans Day)
    *   Service to the Nation
    *   Support to the Soldier
    *   Volunteerism
    *   Technology and Innovation
    *   Building Partnerships

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SPEAKER REQUEST FORM

Title of Event:

Sponsoring Organization:

Organization Website:

Date of Event: Time of Event: Speaker Arrival Time: Time of Presentation: Length of Presentation:

Requested topic: Deadline to confirm Speaker: Expected Attendance: Dress Code for Event:

Address of Event: Name or type of speaker requested and why *(Rank, Position, Background, etc.)*:

ADDITIONAL INFORMATION

Is the Speaker's biography needed?

YES

NO

Is the Speaker's photo needed?

YES

NO

Event being used to raise funds?

YES

NO

Charge for the Event?

YES $_____

NO

Audio-Visual Equipment Available:

Lapel Microphone

Podium

Projector

Computer w/ Powerpoint Software

DVD Player

WIFI

Will the Speaker deliver comments?

YES

NO

Media invited or attending?

YES *(Who)*

NO

Event live-streamed, broadcast, or published?

YES *(Where and When)*

NO

Presentation Requested?

YES *(Specify File Format)*

(Specify deadline)

NO

Presentation Point of Contact:

Name: _____

Email Address: _____

Has a U.S. Army Cyber Command Representative previously spoken at this Event?

YES *(Who and When)* _____

NO

Will there be Q&A?

YES

NO

Event Open to the public?

YES

NO

Event to be recorded?

YES

NO

Audience Composition:

Politicians   JROTC   Industry Professionals *(Specify)* _____

Veteran's Organization   Educators   Civic Organization *(Specify)* _____

Retired Military   Students   VIP _____

Active Military   Other _____

Background information about Event / Additional Details: Event Agenda / Timeline:

POINT OF CONTACT

Name of Event Point of Contact: Email Address:

Affiliation with Group: Phone Number: Cell Phone:

Today's Date:

Completed form must be submitted at least 90 days prior to the event date to the U.S. Army Cyber Command Public Affairs Office at:

Email: USARMY.Eisenhower.ARCYBER.MESG.HQ-ARCYBER-Engagement@army.mil