

REQUEST FOR OPR DIRECTOR SPEAKING ENGAGEMENT

REQUESTING ORGANIZATION AND EVENT:

PROPOSED DATE/TIME:

(Specify Both Start Time and Requested Duration of Presentation, i.e. 2:00 to 3:30 p.m. EST)

EVENT LOCATION:

ANTICIPATED # of PARTICIPANTS:

AUDIENCE DEMOGRAPHIC:

(e.g., Attorneys; CPAs; EAs; ERPAs; RAs; ROs; AOs; SOs)

RECOMMENDED HOTEL AT/OR NEAR EVENT:

***NOTE:** If this is an event/presentation for IRS employees, indicate which office will provide travel codes and/or provide travel funding if outside the Washington, D.C. area

NEAREST AIRPORT TO SPEAKING ENGAGEMENT:

EVENT CONTACT:

WILL THE EVENT BE RECORDED? _____ YES _____ NO

***If "YES": The Organization agrees to provide two copies of the recorded presentation to OPR**

Signature of Responsible Person