

Speaker Request Form  
*NIH Sexual & Gender Minority Research Office*

Please fill out this form if you are interested in having the SGMRO speak/present at an event, conference, meeting, etc. This form will be used to ensure our presentation addresses the appropriate topics and audience, as well as other logistics. ***Please submit this form, along with a formal letter of invitation   
(and event agenda, if any)*   
to** [**sgmro@nih.gov**](mailto:sgmro@nih.gov?subject=Speaker%20Request%20Form)

**Date of Event**: Click or tap here to enter text.

**Event Location**: Click or tap here to enter text.

**Event Name & Purpose**: Click or tap here to enter text.

**Point of Contact for Presentation**: Click or tap here to enter text.

**Point of Contact E-mail & Phone Number**: Click or tap here to enter text.

**Organization Website (if any):** Click or tap here to enter text.

**Timeslot for Presentation**: Click or tap here to enter text.

**Presentation Format**(e.g., keynote, panelist, moderator, workshop): Click or tap here to enter text.

**Presentation Topics Desired**  
(e.g., SGMRO/NIH overview, grantspersonship overview, etc.) Click or tap here to enter text.

**Expected Length of Presentation**(please be sure to specify any time for audience Q&A): Click or tap here to enter text.

**Audience**   
(e.g. healthhcare providers, researchers, policymakers, etc.): Click or tap here to enter text.

**Estimated Audience Size:** Click or tap here to enter text.

**Will this presentation be recorded, broadcast, or webcast?** **Yes**  **No**

**Is this sponsored travel (if applicable)?** **Yes**  **No**

**Are meals provided (if applicable)?** **Yes**  **No**

**Additional Comments/Notes:** Click or tap here to enter text.