



Speaker Request Form

NOTE: Please complete and submit the Presentation Request Form at least 45 days before the date of your event. Your request will be reviewed and responded to within five business days after the receipt of your request. All requests are subject to internal review and may be accepted or declined at our discretion.

Event Name: _____

Date: _____ Time: _____ Location: _____

Specific Topic Request: _____

Estimated Number of Attendees: _____

Please Provide Names of Other Speakers on Program (confirmed & invited): _____

Name of Organization: _____

Contact Person/Title: _____

Address: _____

Phone: _____ Cell Phone: _____

E-Mail: _____

Support Needs:

Speaker Headshot	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
Speaker Bio	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
GHPB Logo	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Organization's Presentation Format:

<input type="checkbox"/> Keynote Speaker	<input type="checkbox"/> Panelist
<input type="checkbox"/> Series of Speakers (multiple)	<input type="checkbox"/> Breakout Session
<input type="checkbox"/> Moderator/Facilitator	

Equipment: Will the organization provide...

A podium/microphone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An LCD projector?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A screen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A laptop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Speaker Arrival Time: _____ Time Allotted for Speech: _____

Will there be a Q&A Session? Yes No

Do you require PowerPoint slides? Yes No

Additional Comments (special requests) _____

Please submit this form by email or fax to:
Greater Houston Port Bureau • Fax: 713-670-2429 •
E-mail: alavorgna@txgulf.org