



## ICDI Speaker Request Form

If you are interested in having an ICDI Speaker at an event, *please fill out this form.*

Completing this form will help us better understand your needs and match the best speaker to your request.

Please send the completed form to [hello@icdichicago.org](mailto:hello@icdichicago.org). Once we receive your form, we will assess your request. We may send a follow-up email with additional questions. Then, we will review your speaker request and send you a response with the next steps, including whether we have a speaker available for your request.

### Section I: PRIMARY CONTACT INFORMATION

1. First Name: \_\_\_\_\_
2. Last Name: \_\_\_\_\_
3. Email Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Address: \_\_\_\_\_

## Section II: ORGANIZATION & EVENT DETAILS

6. What is the name of your organization?

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7. What is the name of the Event, if applicable?

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8. Where is the event being hosted?

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*(Please specify the name and address of the host location)*

9. Is this an in-person or virtual event? *(Mark only one oval)*

- In-Person
- Virtual
- Hybrid of In-Person and Virtual

10. What is the speaker budget for this event?

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11. What language would you like spoken at this event? *(Mark only one oval)*

- Spanish
- English
- Other:

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12. What aspects of our work and mission would you like the speaker to address at this event?

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13. Is the date of the engagement firm or can we schedule it with you? (*Mark only one*)

- Yes, Firm Date already booked
- We would like to schedule it with ICDI

14. Specify the firm date of the event:

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*Example: January 7, 2025*

15. If the date of the speaking event is not firm, specify a target date range for event - include day of the week and time of day.

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### **Section III: SPECIFIC EVENT DETAILS**

16. What is the target audience size? \_\_\_\_\_

17. Who is the intended audience?

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18. Please check  all categories of attendees.

- Adults
- College students: 18-22, appx.
- High School students: 13 - 17, appx.
- Children: 12 and younger

19. What is the nature of this speaking event? (*select one*)

○ **Panel Discussion**

A panel discussion is an event where a group of expert guest speakers (the panel) comes together to discuss a specific topic.

○ **Presentation**

A presentation conveys information from a speaker to an audience.

Presentations are typically in an introduction, lecture, speech, or demonstration format..

○ **Roundtable Discussion**

A roundtable discussion is a structured conversation among a small group of individuals who gather to explore a specific topic or issue. Unlike a traditional meeting where one person dominates the conversation, a roundtable ensures equal participation and provides a platform for all attendees to contribute their thoughts, experiences, and expertise. These meetings ensure that everyone is on an equal footing, regardless of rank or position, fostering collaboration and respect.

○ **Other**

*(Please provide an explanation of the nature of the speaking event, if it differs from the options listed above)*

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20. Describe your event and how the room will be set-up to host the ICDI speaker. If you have links or additional details, please provide them.

21. What is the estimated length of time scheduled for the speaker at the event?

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22. Is there a Q&A session after the planned content? *(Mark only one oval)*

- Yes
- No
- Only if time permits

23. Do you want a supporting slide deck? *(Mark only one oval)*

- Yes
- No
- Other

24. Does the location have guest WiFi access? *(Mark only one oval)*

- Yes
- No

25. How did you hear about ICDI and come to the idea to ask us for a speaker?

26. Please include other questions, information, or comments below?

**Thank You for your request!**

Upon completing the ICDI Speaker Request Form, please save or download the completed form with your changes and then email it to us at [hello@icdichicago.org](mailto:hello@icdichicago.org), and we will contact you as soon as we can.