



Hancock Public Health Speaker Request Form

HPH's Public Information Officer facilitates requests for speakers on several different public health topics. To request a presentation, please complete the form below and submit it to:

Hancock Public Health
Public Information Officer
7748 County Road 140
Findlay, OH 45840
pio@hancockpublichealth.com

Speaker requests are filled on a first-come, first-served basis. Submitting a request does not guarantee a presenter can attend your event. However, submitting **three weeks or more in advance** will improve our ability to accommodate your needs.

Coordinator Contact Information

Last Name:

First Name:

Date:

Phone:

Email Address:

About Your Organization

Group Name:

Street Address:

City:

About the Event

Name of Event:

Date of Event:

Street Address:

City:

Event Location: Indoor Outdoor

Presentation Format (Keynote address, Roundtable, Panel, etc.):



Hancock Public Health

Speaker Request Form

Event Information Continued

Expected Number of Attendees:

Length of Speaker Talk/Presentation:

Speaker Arrival Time:

Speaker Start Time:

Description/Purpose of Event:

Indicate Equipment Available:

- Access to Wi-Fi
- Access to Electricity
- Computer with Presentation Software
- Projector
- Extension Cord(s)
- Wireless Presentation Clicker
- Other (Please Specify)

**What Topic Would You Like HPH Staff to Address in the Presentation?
(Please be specific!)**

Who is Your Audience?