

NIH CEAL Speaker Request Form

The Community Engagement Technical Assistance Center (CETAC) can help identify NIH Community Engagement Alliance (CEAL) experts for national- or state-level speaking engagements. Please complete this form with event details and include any helpful materials, such as the agenda or event flyer, at least **six weeks before** the event date. We aim to respond within **one week** of receiving your request. Although we make every effort to accommodate all submissions, expert availability may vary. Scheduling flexibility is appreciated.

Please complete all four sections of this form.

1. Requestor Information
2. Event Overview
3. Support Requested
4. Speaker Logistics

Requestor Information

First and Last Name	
Title	
Organization	
E-mail	
Phone Number	

Event Overview

Event title/short description of event	
Event host(s)	
Event date	
Is your event date flexible? (Yes/No) If yes, please share alternative dates or time windows.	
Expected audience (e.g., community members, partners, researchers, students, etc.)	
Estimated number of attendees	
Event URL and/or social media handles	

Support Requested

Type of speaker expertise needed (e.g., CEAL subject-matter expert [SME], community-engaged research expert, maternal health, etc.)	
Top 2 to 3 topics or messages you would like the speaker to address	
Event type (panel, presentation, interview, Q&A, etc.)	
If you would like to request an SME on a specific CEAL topic, please select from the options below, and <u>visit CEAL Research Topics to learn more:</u>	
Chronic Diseases and Conditions	Enhancing Community-Engaged Research
Community-Specific Health Differences	Food and Nutrition
Consultative Resource	Health Knowledge and Monitoring
Differences in Health Outcomes	Primary Care Research
Differences in Maternal Health Outcomes	Rural Health
Attachments: Please include any supporting materials, such as an agenda or event flyer, that may assist us in reviewing your request.	
Additional comments or considerations: (Please provide any information that may help us select the most appropriate speaker.)	

Speaker Logistics

Platform (e.g., Zoom, in-person meeting, hybrid, etc.)	
Event registration link	
Speaker/presenter link (if available)	
Estimated speaking time	
Is there support for a PowerPoint presentation?	