



MNsurance Speaker Request Form

Thank you for your interest in MNsure. MNsure works with our community and partner organizations to fulfill speaker and outreach requests. To help us facilitate your request, please provide us with the following information. Please save this document to your computer and email the completed form to speakerrequests@mnsure.org. It may take up to 2 weeks to process your request. MNsure's community partners often fulfill these requests on our behalf.

Requestor Information (required)

Contact name:

Company/Organization:

Website:

Contact email:

Phone, including extension:

Brief description of organization:

Role at event: Speaker/Presenter Panelist Tabling

Date that MNsure response is needed by:

Event Information (required)

Title of event:

Date of event:

Location including street address and city:

Presentation start time: End time:

Time presenter needs to arrive:

Description/Purpose of event:

Audience profile:

Estimated number of attendees:

Can MNSure add this event to our public events calendar? Yes No

*****Optional Information*****

We appreciate any additional information you can provide to help us find the most appropriate way to engage with you, as well as help prepare for the event. Depending on the request and how we decide to best fulfill it, if at all, you will be connected to the partner or speaker to work out next steps.

Presentation Details

Topic:

Type of Presentation: PowerPoint/Visual Q&A Session Speech
 In-Person Webinar

The speaker will be presenting from:

Other (explain):

Will there be a microphone? Yes No

Will there be a projector? Yes No

Will you provide a laptop? Yes No

Will there be other speakers/panelists? Yes No

If yes, who? (name, title)

Will the speaker be introduced? Yes No

Will this event be open to the media? Yes No

Pre-Event Logistics

Because presentation content may be updated or changed frequently, our preference is for the speaker to bring their presentation (PowerPoint) file on the day of the event. If there are other arrangements that need to be made, please let us know.

Do you need handouts or copies of the presentation slides ahead of time? (PDF version only)

Yes No Date due: _____

Do you need a speaker bio Yes No Date due: _____

If travel is required, what provisions will be made?

Will the speaker need to have a specialized area of knowledge? Yes No

If yes, please describe: