

**Agency for Mental Health (AMH) Speakers' Bureau**  
**speakersbureau@amh.gov**

**\*\*Please review the AMH Speakers Bureau Process before filling out this form.**

**AMH Speaker Approval Form**

<b>Event Title:</b>	[List official title of event]
<b>Speaker Requested:</b>	[ <u>In this order:</u> Name, title, /office of speaker requested]
<b>Speech Date:</b>	[List date of speech, example: 01/01/25]
<b>Name of Group Submitting Request:</b>	[Name of 3 <sup>rd</sup> party organization or group submitting request;]
<b>Event Location:</b>	[Location name, address, platform if virtual]
<b>Speech Topic &amp; Key Points:</b>	[Define topic followed by a bulleted list of key points the speaker will cover]
<b>Presentation Format:</b>	[Keynote Speech, Small Presentation, Roundtable Discussion, or Panel] Note: If a panel, include names and affiliations of other panelists here]
<b>Speaker Location:</b>	[In-person, Virtual (live)]
<b>Event Type:</b>	[Conference/Seminar, etc.]
<b>Speech Time &amp; Duration:</b>	[List time of day and duration speech]
<b>Questions &amp; Answer Period:</b>	[If there is Q&A, what is the duration?]
<b>Audience:</b>	[Approximate number of audience and describe their background and if membership is required to attend.]
<b>Open Press/Closed Press:</b>	[Will media be invited or permitted entry? If so, describe and submit media list]

---

<b>Speaker Relationship:</b>	[Does the speaker have any existing personal or professional relationship with the event sponsor, hosting organization, or group before whom he/she is speaking? ]
<b>Rationale for AMH Attendance:</b>	[What makes this event critical to the mission of AMH, and what makes the requested AMH official appropriate to facilitate?]
<b>Cost of Attendance:</b>	[Please include member and non-member price if applicable]
<b>Event Web Site:</b>	[Enter URL here]
<b>Event Sponsor:</b>	[List event sponsors and co-sponsors]
<b>Event Agenda:</b>	[Please attached text version of event agenda]
<b>Offer of Payment/Reimbursement:</b>	[Dining, lodging, travel]
<b>For Profit/Not for Profit:</b>	[Please indicate whether the event is for profit or not]
<b>Deadline for Acceptance:</b>	[deadline, example: 01/01/25]
<b>Honorable Guests Attending:</b>	[VIPs participating in or attending the event]
<b>Event Host - Point of Contact:</b>	[Name, title, email, office phone, cell phone]

---

Please submit this form and corresponding attachments to your Speakers Bureau Liaison. Once they confirm all necessary documentation, they will submit to [speakersbureau@amh.gov](mailto:speakersbureau@amh.gov) – invitations via e-mail are preferred.

**Please submit speaking requests at least 2 weeks before the event, for Speakers Bureau and AMH Ethics Office adjudication.**