

## Request for DDTC Speakers

Thank you for inquiring into the availability of a DDTC speaker to present at your event. DDTC supports functions that help the public learn about defense trade. We receive many requests for speakers each year. Providing the following information will help us schedule an appropriate speaker. Please e-mail the request two months before the event to [DDTC-Speakers@state.gov](mailto:DDTC-Speakers@state.gov). We will respond within one week.

Information you should include in the e-mail request:

1. Brief history of the organization, to include prior defense trade conferences
2. Description of target audience
3. Expected number of participants
4. Agenda (attach) and conference theme
5. Indication from which DDTC office (Compliance, Licensing, Management, or Policy) you would like a speaker
6. Location
7. Dates
8. Other relevant information