



MARYLAND PROCUREMENT TECHNICAL ASSISTANCE CENTER SPEAKER/PARTICIPANT REQUEST FORM

*Thank you very much for the invitation to speak/participate at your event. To facilitate our ability to give your invitation full consideration and make a prompt decision, provide as much detail as possible **at least a month in advance of the event date**. Under ordinary circumstances, you should expect to hear back from us within two weeks of receiving your invitation so you can proceed with your plans. Complete, save and email this form to ptapadm@umd.edu*

Event Host _____

Event Title _____

Event Date _____

Event Time _____

Date and Time for Speaker _____

Location _____

TYPE OF EVENT

Matchmaking Event YES _____ NO _____

Other _____

EVENT PARTICIPANTS

Target Audience _____

Anticipated Audience Size _____

Do you require handouts for audience? YES _____ NO _____

PRESENTATION/TOPIC

Requested Topic _____

Length of Presentation _____

Position Requested (Director, Procurement Specialist) _____

What is the response due date? _____

CONTACT INFORMATION

Name _____

Title _____

Business Telephone _____

Business Email _____

Company name _____

Type of organization _____