



Scheduling Request Form

Please fill out each section of this form with as much information as you can provide. Note that a Department of Education staff member will discuss and plan with you the format of the Deputy Secretary's participation. Once filled, please email this form with any attachment to DeputySecretary@ed.gov

REQUESTOR INFORMATION

- Organization Name
- Requestor's Name and Title
- Requestor's Email
- Requestor's Phone Number
- Description of the Organization

INFORMATION

- Event Title
- Event Start Date
- Event End Date
- Event Start time
- Event End time
- Description of event (e.g, an annual conference, a dinner, or a roundtable). Include website if applicable, purpose, theme, topic (if it's a meeting). Please include justification why the Deputy Secretary should attend this event?
- Event location with address (or web address, if virtual)

- Who is the audience and what is the estimated size?
- Is there a registration fee? Note the cost of a registration fee, if applicable. Is the registration fee waived for speakers or government employees attending?

DEPUTY SECRETARY'S PARTICIPATION

- Type of participation: Brief Remarks or Speech, Panelist, Panel Moderator, Town Hall, Armchair discussion, Meeting, Attendance (no speaking role), Other (please elaborate) (May select more than one)
 - In-person, Live virtual, Pre-recorded video
- Time commitment for the Deputy Secretary. Please specify start and end time if applicable.
- Who will introduce the Deputy Secretary?
- Is an award being shared? Is an award being given to the Deputy Secretary? If so, what is the name of the award? What is the monetary value of the award? How was the Deputy Secretary selected (by vote or mutual agreement)? What is the award citation?

- Social media hashtag(s)

- Event/org social media handles

OTHER:

- Anything else we should consider? If request is in-person, please include the COVID protocols. Any additional details on the participation can be shared here.

- Has anyone from the Department of Education staff been invited in addition to the Secretary?

- If the Deputy Secretary is unavailable, would an alternative representative from the Department of Education be able to join? Please let us know if you have someone in mind.

Please email this form with the official invite attached (if you have one) to DeputySecretary@ed.gov