



## U.S. OFFICE OF SPECIAL COUNSEL

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### SPEAKER REQUEST FORM (Federal agency requester)

1. General Event Information
  - a. Title and description of event:
  - b. Sponsoring agency:
  - c. Event dates:
  - d. Event location:
  
2. Agency Contact Person for Proposed OSC Presentation:
  - a. Name:
  - b. Address:
  - c. Phone number:
  - d. E-mail address:
  
3. Type and Topic of Presentation (e.g., Prohibited Personnel Practices, Hatch Act, other):
  
4. OSC Presentation Details:
  - a. Date
  - b. Time
  - c. Location
  
5. Will payment of speaker's travel-related expenses be offered? (Payment of such expenses is not required for consideration of this request.) If yes, please complete the following:

Nature of Expense <i>(e.g., plane ticket, hotel room, meals, rental car, conference fee waiver, etc)</i>	Payment to OSC by check (C) or in-kind (K)
a.	
b.	
c.	
d.	
e.	

6. How many people will be in attendance at the event?  
How many people do you expect to be in attendance at the OSC presentation?
7. Will the OSC presentation be videotaped?            Yes            No  
If yes, to whom will the videotape be broadcast?
8. What type of merit system training has this audience received? Please be specific and use additional paper if necessary:
9. Is the audience primarily:  
Managers,  
First-line supervisors,  
Personnelists/attorneys  
Nonsupervisory employees  
Please indicate the representative occupations.
10. Are you aware of any cases pending at OSC concerning employees of your agency? If yes, please indicate the status of the case, to your knowledge.
11. Has your agency had any case involvement with OSC within the last five years?
12. Can you have a computer compatible with Microsoft Power-Point and projector available for the presentation?            Yes            No  
Do you have a microphone or podium?            Yes            No
13. Please briefly describe the layout of the room for the presentation:

14. Please indicate the physical or e-mail address and person to whom the presenter can send handouts before the presentation:

15. If the OSC training is part of a larger training conference, please provide an agenda for the conference. If this is currently unavailable, please provide it as soon as possible.

16. Is your agency currently registered or certified under OSC's Certification Program?

Registered      Certified      Neither\*

\*The requirement to inform agency employees of the rights and remedies available to them under the PPP and whistleblower provisions of Title 5 is a statutory obligation. In late 2017, the President signed two pieces of legislation into law that change the requirements of OSC's Certification Program such as a new prohibited personnel practice. For more information on OSC's Certification Program, please contact [certification@osc.gov](mailto:certification@osc.gov) or (202) 804-7163.