



**BUSINESS FOR DIPLOMATIC ACTION**

Building New Bridges to The World

**BDA SPEAKER REQUEST**

Instructions:

Fax: 415.732.3636 attention Cari Guittard

Mail: Business for Diplomatic Action

555 Market Street, Suite 600

San Francisco, CA 94105

U.S.A.

Requesting Organization: \_\_\_\_\_

POC: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Full Name, Title

Event Date, Timeframe, Title &  
Theme: \_\_\_\_\_  
\_\_\_\_\_

**Speaking Request:**

- Keynote Presentation (30-40 min prepared remarks followed by Q&A; with full A/V)
- Guest Lecture or Presentation to Students (30-40 min remarks w/ Q&A; with or without A/V)
- Informal Remarks (15-20 min presentation, no A/V)
- Panel Participation (10-15 prepared remarks followed by panel discussion & Q&A)
- Other: \_\_\_\_\_  
Please Specify

**Speaker Requested:**

- Keith Reinhard, President, Business for Diplomatic Action
- Tom Miller, Vice President, Business for Diplomatic Action
- Cari E. Guittard, Executive Director, Business for Diplomatic Action
- BDA Board Member: \_\_\_\_\_  
Please Specify

**Honorarium<sup>1</sup> Provided to BDA:** \_\_\_\_\_

**Additional Questions**

Is the Event Open to the Media?

- Yes
- No

**Audience:** What is your planned attendance? \_\_\_\_\_  
Who will attend the event? General information on the audience's  
background: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> In addition to travel expenses