



## Speaker Request Form

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Thank you for your interest in having a team member of the Climate Foundation speak to your venue. In order to consider your request, we will need the following information, which you can download as a [PDF here](#) and send to [Info@ClimateFoundation.org](mailto:Info@ClimateFoundation.org) . Please answer the following questions;

- Name of Sponsoring Organization or Company:
  
- Contact Name:
- Contact Email:
- Contact mobile phone number:
  
- Event Date:
- Day and Time of Presentation:
- Location of hosting event: (Country and region)
- Time Zone:
  
- Name of Event:
- Event Description:
- Topic you would like addressed:
  
- Size of Audience:
- Audience Description: ( general, scientific, investors, or ? )
- Length of Presentation:
- Additional Expectations of the Speaker:
- Who, if any, are the additional speakers?
- Will there be an Honorarium in exchange for the speakers time?
  
- Will there be advertising for the venue?
  - What form?

- If you would like for the Climate Foundation to share your marketing, .jpgs will need to be made available for social media. (Facebook, Instagram)
- Will the event be recorded or broadcast?
- If so, will a publishable copy be provided to the Climate Foundation?

- Venue Type: (podcast, video, in-person, etc)
- How many followers do you have for this venue?
- How long have you been interviewing?
- Are you willing to have CF cross-post?

- Is the meeting to be held on the internet?

- Internet location and information:
- IF meeting is by Zoom,
  - Zoom channel
  - Zoom meeting ID
  - Zoom pass code
  - Zoom Meeting host
  - Zoom meeting host email address
  - If there is a difficulty, how do we reach you?

-Is the meeting an in-person speaking engagement?

- Exact address of event:
- Will the speaker be reimbursed for travel expenses?:
- Will the speaker be provided food and lodging?

- Additional Information that you want us to take into consideration or want us to know: