



PTAC Participation Request Form

Thank you for your interest in having a PTAC representative at your event. In order to help us facilitate your request, please complete and submit the following form **at least 2 weeks prior to the event**, and allow 3-5 business days for decisions to be made.

If you have any questions or need help completing the Participation Request Form, please call the US PTAC main number at 713-752-8477.

Part 1: Event Organizer

Name of Organization
Submitting Request:

For Profit/Not for Profit:

Coordinator/Point of Contact:
(Name, title, email, office phone, cell phone)

Part 2: Event Details

Event Name/Title:

Event Location:

Event Date/Time:

Event Type:

(conference, dinner, small group, etc.)

Event Website:

(if applicable)

Part 3: Participation Details

Desired Participation:

(keynote address, roundtable, panel, booth, table etc.)

Requested Topic:

Expected Duration:

(30 minutes, 1 hour, all day, etc.)

Part 4: Additional Information

Audience:

(Approximate size of audience. Also briefly describe its make-up and if membership is required to attend.)

Media:

(Will media be invited? If so, will the event be open or closed press? Will the event be recorded?)

Response Date:

Cost of Attendance:

(please include member and non-member price, if applicable)

Disclaimer/Release Form:

(Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form - attach the form if required.)

Please submit this completed form to sbdcptac@uh.edu.

Please submit speaking requests at least 2 weeks prior to the event.

Please allow 3-5 business days for a decision to be made.