

NIH CEAL Speaker Request Form

The Community Engagement Technical Assistance Center (CETAC) can help identify NIH Community Engagement Alliance (CEAL) experts for national or state-level speaking engagements.

Please complete all sections of this form and provide the event details at least **six weeks before the event**. Include any helpful materials, such as an agenda or event flyer. Email the completed form and supporting materials as attachments to CEALAlliance@westat.com.

We aim to respond within **one week** of receiving your request. Although we make every effort to accommodate each request, expert availability may vary. Flexibility with scheduling is appreciated.

Requestor Information

First and Last Name	
Title	
Organization	
E-mail	
Phone Number	

Event Overview

Event title/short description of event	
Event host(s)	
Event date	
Is your event date flexible? (Yes/No) If yes, please share alternative dates or time windows.	
Expected audience (e.g., community members, partners, researchers, students, etc.)	
Estimated number of attendees	
Event URL and/or social media handles	

Support Requested

Type of speaker expertise needed (e.g., CEAL subject-matter expert [SME], community-engaged research expert, maternal health, etc.)	
Top 2 to 3 topics or messages you would like the speaker to address	
Event type (panel, presentation, interview, Q&A, etc.)	
If you would like to request an SME on a specific CEAL topic, please select from the options below, and visit CEAL Research Topics to learn more:	
☐ Chronic Diseases and Conditions ☐ Enhancing Community-Engaged Research ☐ Community-Specific Health Differences ☐ Food and Nutrition ☐ Consultative Resource ☐ Health Knowledge and Monitoring ☐ Differences in Health Outcomes ☐ Primary Care Research ☐ Differences in Maternal Health Outcomes ☐ Rural Health	
Attachments: Please include any supporting materials, such as an agenda or event flyer, that may assist us in reviewing your request.	
Additional comments or considerations: (Please provide any information that may help us select the most appropriate speaker.)	

Speaker Logistics

Platform (e.g., Zoom, in-person meeting, hybrid, etc.)	
Event registration link	
Speaker/presenter link (if available)	
Estimated speaking time	
Is there support for a PowerPoint presentation?	