PORT OF LOS ANGELES
Speakers Bureau Request Form

Thank you for your interest in a Port of Los Angeles Speaker. To request a speaker, please complete the form below. Once completed, you may fax it to (310) 547-4611 or mail it to Port of Los Angeles, Attention: Speakers Bureau, 425 S. Palos Verdes Street, San Pedro, CA, 90731. Upon receiving your request, we will contact you to go over the details of your event. A confirmation letter will be mailed once a speaker has been confirmed.

The Port of Los Angeles relies on dedicated employee professionals to fulfill speaking requests; we ask that you please note the following requests:

- Due to the volume of requests, the Port of Los Angeles requires a 3 - 4 week advance notice in writing.

- Speakers are available to groups during business hours, Monday - Friday, 7 a.m. - 4 p.m. Presentations are approximately an hour in length including time for follow-up questions.

- Companies and organizations are limited to one speaker in a 6-month period.

- We request a minimum attendance of 20 people.

- The Port of Los Angeles will do its best to accommodate your request but fulfillment is not guaranteed. Providing an alternate date/time is extremely helpful and increases your groups’ chances of a speaker during peak seasons.

Contact Information:

Organization/Group: _________________________________________

Organization address: _________________________________________

Organization purpose: _________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________
Contact person: _____________________________________________

Daytime telephone number: _____________________________

Cell phone: _____________________________

E-mail address: ______________________________

**Presentation Information:**

Presentation date: _____________________________ Time: __________________

Alternate date: _____________________________ Time: __________________

Desired topic: ___________________________________________________

Presentation location: ____________________________________________

Address: _______________________________________________________

Number of attendees: __________________________

Audience description (membership, legislative, media, etc.): ______________

Will the general public be invited to attend? _____________________________

Notes (Special parking instructions, cross streets):_______________________

____________________________________________________________________

Is audio/ video equipment available? ________________________________

Please list equipment available: ______________________________________

____________________________________________________________________

Thank you, we look forward to working with you and addressing your organization.