



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:

-more-

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.