

Airport Speakers Bureau Authorization

Congratulations on being requested to represent ATL as a subject matter expert. ***The Airport Speakers Bureau requires employees to fill out this form completely and obtain approval signatures from their supervisor and AGM/DGM for any public speaking engagements or broadcasts.***

EMPLOYEE CONTACT INFORMATION

Employee name:	
Email address:	
Phone number:	

EVENT INFORMATION

Group/sponsor:	
Event name:	
Event location (if virtual, specify):	
Date and time of event:	
Time of presentation:	
Purpose of event:	
Topics to be discussed (key points to be made):	
Length (time) of remarks:	
Presentation method requested (remarks, panel discussion or PowerPoint):	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

AGM/DGM Signature _____ Date _____