



**Hartsfield-Jackson**

Atlanta International Airport®

## Speakers Bureau Request Form

Thank you for contacting the Speakers Bureau at Hartsfield-Jackson Atlanta International Airport. Complete the fields and email to [speakersbureau@atl.com](mailto:speakersbureau@atl.com). We will contact you within three to five business days.

From: \_\_\_\_\_

Subject: Speakers Bureau Request

### CONTACT INFORMATION

Contact Person: \_\_\_\_\_

Contact's Email Address/Phone Number: \_\_\_\_\_

### EVENT INFORMATION

Group/Sponsor: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location or Virtual Link: \_\_\_\_\_

Website Address: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Preferred Arrival of Speaker: \_\_\_\_\_

Preferred Departure of Speaker: \_\_\_\_\_

Time of Presentation: \_\_\_\_\_

Background/Purpose of Event:



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Topics to be Discussed (please give examples of key points to be made):

Requested ATL Speaker: \_\_\_\_\_

Length (time) of Remarks: \_\_\_\_\_

Presentation Method Requested (remarks, panel discussion or PowerPoint):

Attire:

Other Speakers on the Program (please provide bios and headshots):

Headshot  
Bio

Headshot  
Bio

Headshot  
Bio



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## Speakers Bureau Request Form

Confirmed Notable Guests/Participants (Names and Titles):

Draft Run of Show (Note - you must provide confirmed run of show seven days prior to event start date.):

Audience demography (who is speaker addressing):

Approx. Number of participants: \_\_\_\_\_

Social Media Handles/Hashtags:

Media Expected:

Parking Details:



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**DRAFT RUN OF SHOW** (UPLOAD PDF CLICKING IN THE AREA BELOW. ONLY 1 PAGE PER UPLOAD)