NIH OCIO Support for Engagement Opportunities

The NIH OCIO is available for support in identifying experts for national- or state-level engagement activities. Please complete and submit this form to nihciocommunications@mail.nih.gov with information describing the event, along with a copy of the agenda and event flyer. Advance notice of not less than 2 weeks prior to the event date is needed. We will do our best to respond to requests within 1 week. Although we will make every attempt to fulfill all requests submitted, OCIO expert panel participants and NIH representatives may not be available due to scheduling conflicts. Flexibility in your scheduling is welcomed.

Please complete the form in its entirety (five sections total):

1. Event Organizer Information
2. Event and Audience
3. Event Type
4. Event Platform
5. Contacts

Event Organizer Information

First and last name	
Title	
Organizational affiliation	
City, state	
Email address	
Phone number	

Event and Audience

Title/brief description of the event (attach an event flyer if one is available)	
Event host(s)	
Host mission/URL	
Event URL Event # or Twitter handle	
How many attendees are expected? Provide a participant list, if possible.	
Brief audience description	

Event Type

Date and time	
Names of moderators and/or other panelists	
Type of event (e.g., moderated panel, presentation, community Q&A)	
Will there be time for a Q&A? If so, please indicate the format and length.	
Amount of time allotted for the speaker	
Type of speaker expertise requested	
Top two messages you would like the speaker to address	
Other topics to be addressed during the event (including by other speakers)	
If event is in an interview format, please provide questions that the speaker will be asked.	
Additional comments or important considerations when selecting a speaker for your event	

Event Platform

Type of platform (e.g., Zoom, WebEx, Facebook Live, Instagram Live, pre-recorded)	
Event registration link	
Speaker/presenter link	
Is there support for a PowerPoint presentation? If so, is it encouraged?	
Will the event be recorded and broadcast at a later date or archived?	
Is this event invitation only?	

NIH National Institutes of Health
Office of the Director, Office of the Chief Information Officer

Contacts

Person to contact regarding speech content	
Person to contact regarding meeting logistics	
Primary and secondary contacts for sending PowerPoint files, if applicable	