



Maryland

INSURANCE ADMINISTRATION

200 St. Paul Place, Suite 2700 Baltimore, Maryland 21202
www.insurance.maryland.gov

SPEAKER REQUEST FORM

Thank you for your request for a speaker from the Maryland Insurance Administration. We accept as many speaking invitations as scheduling permits. To make sure we have adequate information to make scheduling decisions, we have developed this form. Please fill it out completely, and mail it to Joy Hatchette, Associate Commissioner, Consumer Education and Advocacy Unit, Maryland Insurance Administration, 200 St. Paul Place, Suite 2700 Baltimore, Maryland 21202. You may fax the form to her attention at (410) 468-2430 or via email at joy.hatchette@maryland.gov.

After we receive your completed form and confirm speaker availability, we will send a written letter of confirmation. Please notify us of any changes as soon as possible. Phone calls may be directed to our Consumer Education Advocacy assistant, Joyce Peach at 410-468-2360.

Group/Organization Name: _____

Address: _____

Phone #: _____ Fax #: _____ E-mail: _____

Contact Name: _____ Address: _____ Phone #: _____

Event (i.e. Chapter Meeting, Conference): _____

Topic of Speech (i.e., Legislative & Regulatory Update, Overview): _____

Speaker Requested: _____

Date of Speech: _____ Time: _____ AM/PM Length: _____

Location of Speech: _____

Expected Number of Attendees: _____

Requested Publications/Handouts: _____

Parking: _____

Do you need a biographical sketch of speaker? Yes No

Any Additional Information: _____