



National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank
P.O. Box 10832, Chantilly, Virginia 20153-0832 • www.npdb-hipdb.hrsa.gov



SPEAKER ENGAGEMENT REQUEST

The Division of Practitioner Data Banks (DPDB) participates in a variety of outreach and education activities to share Data Bank information, learn from health care community experts and associations, and talk with Data Bank users about their concerns.

If you would like for a DPDB staff member to speak at an upcoming educational activity, please e-mail the following four pieces of information to shirley.jones@hrsa.hhs.gov:

1. Completed *Speaker Engagement Request*.
2. Invitational letter (on the sponsoring organization's letterhead).
3. Draft meeting agenda.
4. Any questions or information that you would like the speaker to address.

Or you may mail the above information to:

Ms. Shirley Jones, Senior Policy Analyst
Division of Practitioner Data Banks (DPDB)
Parklawn Building, Room 8-103
5600 Fishers Lane
Rockville, MD 20857

Please note that DPDB speaks at engagements of 50 or more attendees.

ORGANIZATION INFORMATION

Name of Sponsoring Organization: _____

Contact Name: _____

Contact Telephone Number: _____

Contact E-mail Address: _____

MEETING INFORMATION

Meeting Title: _____

Meeting Date/Time: _____

Meeting Location: _____

Number of Expected Attendees: _____

Hotel Suggestion: _____

Airport Suggestion: _____