



Coast Guard Mutual Assistance

Speaker Request

CGMA is dedicated to a policy of fair treatment. At all times, CGMA will provide an environment that promotes dignity, respect, fairness, and inclusion. These are essential ingredients to the sustainment of operational excellence, a positive office climate and a healthy work environment. All CGMA personnel and representative will comport themselves in accordance with all Coast Guard civil rights policies at all times. All CGMA clients will adhere to this policy in their interactions with CGMA HQ personnel and CGMA Representatives.

Event Overview				
Event Title:		Name of organization/Unit Hosting Event:		
Event Location: Venue Name		Street	City	State
				Zip
This is a virtual event:		Yes	No	
Event Date:		Start Time:		End Time:
Please give a brief description of your organization:				

Contact Person	
Name:	Contact Title:
Office number:	Cell Number:
Email address:	

Presentation Details		
Topic of Presentation:	Type of Presentation:	
Length of Requested Presentation:	Audience Size:	Audience and Key Participants:
Audiovisual Capabilities: Please provide special notes/instructions		
Yes No		
Is there anything else we should know about your event?		

Submit the completed form to CGMA Headquarters via one of the following:

- ▶ (Preferred) Email this PDF by click on Submit
- ▶ FAX: (703) 875-0344
- ▶ Mail: Coast Guard Mutual Assistance, 1005 N. Glebe Rd, Suite 220, Arlington, VA 22201