



**ARKANSAS INSURANCE DEPARTMENT  
ADMINISTRATION DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, AR 72201  
PHONE: 501-371-2621; FAX: 501-371-2629**

**REQUEST FOR SPEAKER**

The Arkansas Insurance Department frequently provides speakers on a variety of insurance issues. Please complete this form in its entirety so that Insurance Department staff may coordinate your needs with available resources. Return this form with a cover letter and proposed agenda to Ms. Beth Hutchison at the above address or via e-mail at [Beth.Hutchison@arkansas.gov](mailto: Beth.Hutchison@arkansas.gov) or fax to (501) 371-2629. Please note that later changes to the original request may affect speaker availability.

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

Sponsoring Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Contact Office Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Address & Event Location: \_\_\_\_\_

**(Please provide written directions to location if outside the Little Rock area.)**

Event Site Phone: \_\_\_\_\_ Event Site Fax: \_\_\_\_\_

Speaker Requested:  Commissioner  AID Staff  Specific Staff Member \_\_\_\_\_

Speech Format:  Keynote  Panel  Other (details) \_\_\_\_\_

Speech Length: \_\_\_\_\_ If Q&A Follows, Length: \_\_\_\_\_

Speech Topic: \_\_\_\_\_

Approximate Audience Size: \_\_\_\_\_

Audience Composition: \_\_\_\_\_

Other Invited Guests: \_\_\_\_\_

Will you be requesting continuing education credit?  Yes  No Number of Hours: \_\_\_\_\_

**(Please contact Ms. Barbara Gordon in our License Division at 501-371-2752 for instructions on receiving CE credit.)**

If travel required, will ALL EXPENSES be covered by your group?  Yes  No

If partial expenses covered, which ones?  Airfare  Hotel  Meals  Taxi  Tips  Telephone

If event site is outside the Little Rock area and requires overnight accommodations, please suggest a hotel:

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Comments: