

LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lt. Governor



AL REDMER, JR.  
Commissioner

NANCY GRODIN  
Deputy Commissioner

JOY HATCHETTE  
Associate Commissioner  
Consumer Education and Advocacy

200 St. Paul Place, Suite 2700 Baltimore, Maryland 21202  
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## 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](mailto: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: \_\_\_\_\_