Thank you for considering GRI to speak at your event. This form is designed to help you provide us with the information we need to assess your request for a GRI speaker. Please send your completed form to **events@globalreporting.org** along with a (draft) program, if available.

**Event information**

Event name: **Click here to enter text.**

Start date: Click here to enter a date. End date: Click here to enter a date.

Event type:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  In-person |  | [ ]  Online |  | [ ]  Hybrid |

Purpose of Event: **Click here to enter text.**

Event recurrence: **Click here to choose an item**. Please specify frequency: **Click here to enter text.**

Event website and links to event pages on social network sites (if any): **Click here to enter text.**

Registration fee (and range) for participants: **Click here to enter text.**

Main language of the event: **Click here to enter text.**

For in-person or hybrid events:

Venue: **Click here to enter text**. City: **Click here to enter text.** Country: **Click here to enter text**

 **Audience characteristics**

Expected number of participants: **Click here to enter text.**

Expected audience representation:

By geography:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Global |  | [ ]  Continent(s) / Region(s) please specify: **Click here to enter text.**  |  | [ ]  Country / Local please specify: **Click here to enter text.**  |

By organization type:

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  Large Businesses |[ ]  Academia |[ ]  SMEs |[ ]  Government/ Public agencies |
|[ ]  Consultancy |[ ]  Civil society/ NGOs |[ ]  Labor |[ ]  Other: **Click here to enter text.** |

By level of participants:

|  |  |  |
| --- | --- | --- |
|[ ]  C-suite |[ ]  Director |[ ]  Middle management |
|[ ]  CSR specialists |[ ]  Students |[ ]  Other, please specify: **Click here to enter text.**  |

**Session information**

**Information on session for which GRI representation is requested**

Session type: **Click here to choose an item.** If other, please specify: **Click here to enter text.**

Session theme: **Click here to enter text.**

Date and time of session: **Click here to enter text.**

Expected number ofsessionparticipants: **Click here to enter text.**

Other speaker(s) for the session and topic(s) of their presentation (if any): **Click here to enter text.**

**Role of GRI Representative**

Role in session: **Click here to choose an item**. If other, please specify: **Click here to enter text**.

Topic of GRI presentation/speech: **Click here to enter text.**

Length of presentation/speech (excluding time for questions): **Click here to enter text.**

Time scheduled for questions/discussion after the presentation/speech: **Click here to enter text.**

Language of GRI presentation/speech: **Click here to enter text.**

Would you consider having a GRI speaker online in case agendas do not allow traveling? (e.g., video message / live online speech): **Choose an item.**

**Fees and Expenses**

In general, travel and accommodation costs should be covered by organizers of in-person events for a speaking request to be considered by GRI.

GRI usually expects to receive a speaker fee for participation of its staff. For events by strategic partners and non-commercial events GRI may, at its discretion, waive the speaking fee.

Your organization is willing to cover the following financial aspects:

|  |  |  |
| --- | --- | --- |
|[ ]  Travel costs\* |[ ]  Accommodation costs |[ ]  Per diem allowance\*\*: **Click here to enter text.** |

|  |  |
| --- | --- |
| **Speaker’s honorarium**[**OECD Countries**](http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm)**:** | **Speaker’s honorarium**[**Non- OECD Countries**](http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm) **& Online Engagements** |
|[ ]  Speaker’s honorarium€2,500 – for GRI senior management staff  |[ ]  Speaker’s honorarium€1,000 – for GRI senior management staff |
|[ ]  Speaker’s honorarium€1,500 – for GRI (technical) staff |[ ]  Speaker’s honorarium€500 – for GRI (technical) staff |

*\*This includes local transport costs, plus other related expenses, such as meals and visa costs.*

*\*\*If speaker is required to stay for the engagement, to cover meals and expenses if not provided at the event..*

**Organizational details**

Name of your organization: **Click here to enter text.**

Is your organization a GRI Community member? **Click here to choose an item.**

([Click here for more information](https://www.globalreporting.org/reporting-support/services/gri-community/) on the GRI Community program).

Name of the contact person: **Click here to enter text.**

Role: **Click here to enter text.**

Email address: **Click here to enter text.**

Telephone number: **Click here to enter text.**

**Remarks**

**Click here to enter text.**

Thank you for providing this information. Please be aware that it may take up to three weeks for the GRI Secretariat to assess your invitation and make a decision.

GRI’s decision to accept a speaking engagement is based on the information provided in this form. Should the conditions of the event significantly change at any point, they must be communicated in advance to GRI and could result in a change of the available GRI speaker. Significant changes could include but are not limited to the date, speaking topic, other confirmed speakers etc. Should you have any questions, please contact our Events Coordinator at events@globalreporting.org.

Click here to submit the form