

CONFERENCE SPEAKER REQUEST FORM

The purpose of this form is to request DPAS participation at a customer Conference or Workshop. Speaker requests are approved based on the nature of the event, level of attendance, availability of DPAS personnel, and cost. Due to limited resources, it is preferred that the costs (travel and per diem) be paid by the requestor. Please fax or email form along with meeting agenda, security forms (if applicable) and directions to: DPAS Customer Support POC Phone: 614-692-9513, DSN: 869-9513 or CCO-DPASTRNG@dfas.mil

Event Background

Event name: _____ Event dates: _____

Event sponsor: _____

Event address: _____

Event purpose: _____

Estimated number of attendees: _____ Estimated number who are DPAS users: _____

Audience: Check all that apply:

Level: High level managers Middle managers Day-to-day DPAS users

Background: Comptrollers Logisticians Acquisition IT Other: _____

Topic/Speaker information

Length of briefing: _____ Time/Date of briefing: _____

Style: Lecture Workshop Other: _____

Demo of: _____ DPAS _____ MyEureka _____ Barcode/scanner

Other: _____

Do you have a particular speaker in mind? If so, please specify _____

Topics to be covered:

- What is DPAS? (Appropriate to audiences that are not familiar with DPAS)
- How to use DPAS (Appropriate to new users)
- How to use MyEureka
- How to perform automated inventories using Scanners
- Update on customer service initiatives (Help Desk, on-line suggestions)
- Troubleshooting DPAS (Management reports, Web-site tools, On-line help)
- Latest software changes
- Personal property policies; current and emerging

Travel costs, Per Diem, Conference Fees (if applicable):

Will be paid for by host Will not be paid for by host

Security Clearance:

Is a clearance required? Yes / No

Is a security form required? Yes / No If yes, what is the fax no. to send it to? _____

Point of Contact:

Name: _____ Activity name: _____

Email address: _____ Phone: _____

For Official Use Only

Approved / Not Approved by _____ on _____

PRIVACY ACT STATEMENT: Disclosure of your contact information is voluntary. It is solicited for the sole purpose of responding to your comment or request. If not provided, we cannot respond.