



# FDA Speaker Request Checklist

- Submit an online speaker request via PDA's [FDA Speaker Request Form](#) and receive an automated email confirmation.
- You must include a proposed agenda for your event at the time of your request submission; your submission is not considered complete, and your speaker request will not be considered without this information.
- PDA might contact you with questions or to clarify your request – be sure to provide appropriate contact information.
- In most cases you should not expect any update on the status of your request within the first 30 days of submission.
- PDA will confirm with you once your request is processed.
- If the speaker request is accepted, the sponsoring organization (chapter) is put in direct contact with the confirmed speaker to discuss applicable session logistics.



# Frequently asked questions

Below you'll find answers to the questions we get asked the most about requesting an FDA speaker.

## How do I request one or more FDA speakers to address a broad range of topics?

- ❖ To request **one or more** FDA speakers from one or more of FDA's various units, complete our [FDA Speaker Request Form](#) form with the event agenda attached. ***Request forms without an attached event agenda will not be submitted by PDA or considered by FDA.***

## How long does it take FDA to accept a speaker request?

- ❖ Please give as much notice as possible when requesting a speaker. For events in the contiguous United States, **3 to 4 months' advance notice** is ideal. For events abroad, and in Alaska and Hawaii, 4 to 6 months' advance notice is preferable.

FDA will accept requests with shorter notice but are less likely to be able to provide you with a suitable speaker.

## Can a specific speaker be requested?

- ❖ Yes, and inviting a specific speaker is recommended! Please indicate your speaker of choice in your request or indicate if you would like someone with a specific expertise. Please be flexible. Your first choice might not be available, so we recommend that you include a second and third choice in your request.

## What happens after my request has been submitted?

- ❖ PDA will contact the Office of External Affairs (OEA) who will then contact the appropriate office(s) within FDA to obtain official clearance. If more information is needed, we will work with your chapter to gather it.

Some factors that might be used in considering requests include:

- timeliness of the topic
- geographic location of the event
- whether the request is for in-person or virtual participation
- the event's target audience
- FDA staff availability
- expected number of attendees and available resources

## What is the timeframe for approval?

- ❖ FDA aims to provide timely responses. But in some cases, the clearance process might take six weeks or longer once all the required information is submitted.



### Can PDA guarantee that a speaker will be available?

- ❖ No, there is no guarantee that FDA will be able to provide a speaker for your event.

### If I know the speaker, then can I contact him/her directly?

- ❖ No. That would delay your request and can upset the OEA. Please use the [Chapter Event-FDA Speaker Request](#) rather than contacting the speakers or FDA directly.

### How should invited FDA speakers be listed on event promotional materials (i.e., agendas, flyers, websites, emails)?

- ❖ FDA frequently receives more requests for speakers than they can accommodate. While your request is pending, promotional materials for your meeting should simply state "**FDA Invited**" without mentioning the invited speaker by name. Once your request is confirmed, you may go ahead and name the confirmed speaker in your promotional materials.

### How are speaker requests from FDA's foreign regulatory counterparts (including from World Health Organization/Pan American Health Organization (WHO/PAHO) officials handled?

- ❖ FDA's Office of Global Policy and Strategy handles all activities involving their foreign regulatory counterparts as well as WHO/PAHO officials. The PDA Chapter Event FDA Speaker Request form should be used for domestic and international chapter requests alike.

### Who do I contact if I have a question or feedback?

- ❖ **Contact us:**
  - Molly O'Neill, Vice President, Programs & Meetings  
[oneill@pda.org](mailto:oneill@pda.org)
  - Adonna Cox, Sr. Manager, Membership & Chapters  
[cox@pda.org](mailto:cox@pda.org)

