

## State MGMA Request for a National MGMA staff speaker

Thank you for inviting an MGMA staff member to speak at your state's annual conference! Please complete the fields below to help us better serve you. Given the busy spring and fall conference periods, we encourage you to send your request at least three to months before your event to increase the chance of staff availability.

Conference title and date(s)	
Requested speaker name	
Requested presentation topic	
Requested presentation date (mm/dd/yyyy)	
Presentation due date to state (mm/dd/yyyy)	
Requested session time	
Event location	
Estimated number of attendees	
State conference contact person (please include name, phone and email address)	
State contact for expense reimbursement (please include name, mailing address, phone and email address)	
Are you requesting an MGMA Government Affairs staff member as a speaker as well?	
Has an MGMA staff member presented at your state within the past 12 months? On what date?	

### FOR MGMA USE ONLY

Initials and date:	Speaker assigned:
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\*Please note that each state receives one MGMA staff presentation per calendar year with no honorarium fee. (This is separate from an MGMA Government Affairs speaker.) For additional presentations, MGMA will provide a speaker for a reduced honorarium. States are responsible for the speaker's travel costs (transportation, hotel accommodations and meals) per the policy developed by national and state MGMA leaders, effective February 2011.