

DME MAC Jurisdiction C Provider Outreach Speaker

Request Form

State, trade, or other industry groups and associations can request a CGS Provider Outreach and Education representative to speak at their conferences or meetings. Associations will be responsible for providing the assigned Provider Outreach representative with one hotel sleeping room for the night prior to the session, and the night of the session (for presentations that begin after 1:00 p.m. local time) at the conference hotel. For conferences not being held at a hotel, associations will be responsible for providing a sleeping room at a nearby hotel. Associations also agree to reimburse CGS for any air travel, ground travel, and the government standard per diem for meals and incidentals applicable to the location of the conference. (These rates can be obtained at <http://www.gsa.gov>)

Please complete this form in its entirety and return to the Provider Outreach team via email at cgs.jbc.learningondemand@cgsadmin.com.

Name of Association/Trade Group: _____

Association Contact: _____

Contact E-mail: _____

Contact Phone Number: _____

E-mail to send invoice to reimburse
CGS representative's travel expenses: _____

Date(s) and Time(s)
of Presentation: _____

Length of Presentation: _____

Presentation Topic (if applicable): _____

Location of Conference:
(name and address of facility) _____

Hotel for Speaker:
(if different than conference facility) _____

Would you like CGS Provider Outreach and Educations
attendance at your event advertised on the CGS website? Yes or No

If yes, provide any pertinent information you would like placed on the
website (Web address of association/link to registration, event name, etc.).

Once a speaker is assigned by CGS Provider Outreach and Education, a POE representative
will correspond with the designated association contact for any further details.

Association Contact Signature

Date