

# DME MAC Jurisdiction B 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](mailto: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*