



# National Practitioner Data Bank Healthcare Integrity and Protection Data Bank



## SPEAKER ENGAGEMENT REQUEST

The Division of Practitioner Data Banks (DPDB) participates in a variety of free outreach and education activities to share Data Bank information, to learn from health care communities, and to talk with Data Bank users for an audience of 50 or more attendees.

If you would like a DPDB staff member to speak at an event, please email the following three items to [PolicyAnalysis@hrsa.gov](mailto:PolicyAnalysis@hrsa.gov):

1. Speaker Engagement Request.
2. Invitation letter (on the sponsoring organization's letterhead).
3. Draft meeting agenda.

Or you may mail the above information to:  
 Health Resources & Services Administration  
 The Division of Practitioner Data Banks  
 Policy & Disputes Branch  
 Attn: Speaker Engagement Request  
 Parklawn Building, 8-103  
 5600 Fishers Lane  
 Rockville, MD 20857

### ORGANIZATION INFORMATION

Name of Sponsoring Organization \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_  
 \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_  
 \_\_\_\_\_

Please note that the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635 generally prohibits an employee of an Executive Branch agency (e.g. HHS) from accepting gifts from outside sources given because of the employee's official position. Thus, we advise that gifts should not be offered to the Division of Practitioner Data Banks' (DPDB) speakers as a result of DPDB's outreach and educational efforts.

### MEETING INFORMATION

Presentation Topics (select topics below for speaking engagement):

- Data Bank 101
- Section 1921
- Continuous Query/PDS
- Compliance
- Other Topics \_\_\_\_\_

Meeting Title: \_\_\_\_\_  
 \_\_\_\_\_

Meeting Date/Time: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Confirmation Due Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Meeting Location (City/State): \_\_\_\_\_  
 \_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

Target Audience (Types Attending, Profession): \_\_\_\_\_  
 \_\_\_\_\_

Have We Spoken Here Before? When? \_\_\_\_\_  
 \_\_\_\_\_

Hotel Suggestion: \_\_\_\_\_  
 \_\_\_\_\_

Airport Suggestion: \_\_\_\_\_  
 \_\_\_\_\_

Distance From Airport to Meeting Site: \_\_\_\_\_

**For more information, contact:**  
 Policy & Disputes Branch  
 301-443-2300  
[PolicyAnalysis@hrsa.gov](mailto:PolicyAnalysis@hrsa.gov)