

DEPARTMENT OF VETERANS AFFAIRS  
WASHINGTON DC

**Office of Small and Disadvantaged Business Utilization**  
**CONFERENCE INVITATION REQUEST**

Thank you for including the Office of Small Disadvantaged Business Utilization (OSDBU) in your event. Please complete this request and we will respond to your completed invitation within 7 days of receipt of your completed request. If you have any questions, you may call Linda Sitney, Lorenzo Hobbs, or Ruth Cleveland at 202.461.4300. We look forward to receiving your completed request.

Date of Event & Time:

Conference Title:

Sponsor:

Location:

City:

State:

Point of Contact:

Phone#:

Emergency Cell#:

Email Address & Website:

Information on Registration:

Address of Event:

Type of Support (Speaker, Exhibit, Counselor, Panelist, **virtual participation**, etc.):

Cost:

Requested Topic for Speaker:

Estimated number of Attendees:

**Estimated number of VOSBs** (includes SDVOSBs) expected to attend the Event:

**Estimated number of VOSBs** (includes SDVOSBs) attended Last Year:

**Characteristics of Audience:**

**Brief Description of Event & Agenda** (Note any Congressional Affiliation):