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Description automatically generated

**Speaker Request Form:** Joe Padilla | Cofounder + CEO MHGA

**Complete the form and email it to:** admin@mhgracealliance.org

**Contact & Organization Information** (contact person for speaker request)

|  |  |
| --- | --- |
| **Today’s date:** |  |
| **First & Last Name:** |  |
| **Phone #:** |  |
| **Email:** |  |
| **Name of organization** |  |
| **Sponsoring organization**  (List if applicable) |  |

**Event Information**

|  |  |
| --- | --- |
| **Name & type of event:** |  |
| **Date of event:** |  |
| **Time + length of event**  (one or multiple day) |  |
| **Address of event:** |  |
| **Travel – Airport and preferred hotel for the event** (see travel and accommodations policy below). |  |
| **Website of event:** |  |
| **Free or Paid event:** |  |
| **Estimated size of event:** |  |
| **Target audience at event:** |  |
| **Purpose and goal**  **of the event:** |  |
| **Presentation topic and length requested:** |  |
| **Presentation format:** |  |
| **Will the event be online:**  If recorded, MHGA will be provided a copy of the MHGA presentation for post-event and MHGA promotional purposes. |  |
| **Speaker dress code:** |  |
| **AV tech requirements:**  Depending on the event the MHGA presenter may utilize presentation slides (to be discussed/decided in the planning session). |  |
| **Social media content:** |  |
| **Additional information and/or questions when we respond to request:** |  |
| **Additional pre & post event workshop/consulting:**  During these events, Joe is often requested for specialized consulting workshops (e.g., community and non-profit leaders/boards, church leaders, mental health professionals, individuals and families with mental health challenges, and MHGA Grace and Thrive Groups in the area). | *Yes*  *No*  *Maybe – we would like to discuss more about this opportunity.* |
| **Honorarium offered:**  \*See travel and accommodations policy on the following page. |  |

Mental Health Grace Alliance (MHGA) Speaker Travel, Accommodations, and Honorarium Policy:

**Air travel and transport:** MHGA will handle all round-trip flight booking and tickets and submit an invoice to the specified event host or sponsoring organization for the airfare costs, which will be reimbursed to MHGA. The specified event host or sponsoring organization agrees to provide ground transportation for the MHGA speaker/presenter to and from the airport, hotel, and event location. If the MHGA speaker/presenter is required to have a rental car for the event or uses a local taxi/Uber or Lyft, this will be communicated and included in the reimbursement invoice.

**Driving to the event:** If the MHGA speaker/presenter travels by car, the event host or sponsoring organization will pay their auto expenses (and any associated tolls) at the current U.S. mileage rate. If travel requires a rental car, train, bus, taxi/Uber or Lyft, etc., this will be communicated and included in the reimbursement invoice.

**Accommodations and meals:** The event host or sponsoring organization will provide and pay for lodging and meals for the MHGA speaker/presenter during the event. These may be provided directly by the sponsoring organization pre-paid hotel accommodations or reimbursed to MHGA through invoice notification. Unless otherwise stated and agreed upon, lodging will consist of a clean, non-smoking hotel room, single occupancy.

**Cancellation and refund policy:** For any reason, if the event host or sponsoring organization cancels the event after all travel and accommodations have been booked and paid for, the event host or sponsoring organization will reimburse MHGA for all expenses associated (i.e., for non-refundable purchased airline tickets, car rental, hotels or cancelation fees associated) and any other costs that have already incurred for the particular event. **This excludes cancellations** **due to unforeseeable circumstances such as illness, family emergencies, inclement weather and disasters, and any civil or government disruption to travel services due to health or civil unrest within the area.**

Joe Padilla | Co-Founder and CEO of Mental Health Grace Alliance (MHGA)

From lived experience and partnering with professionals, Joe co-authored all MHGA materials and training, with positive results published in four psychological journals. Joe has led MHGA’s groups, trained hundreds of leaders (and continues to provide ongoing support), and coached/consulted hundreds through MHGA’s mental health recovery Thrive workbook.

MHGA has become a leading Christian mental health organization with 800+ MHGA groups worldwide. From his vast experience and expertise, Joe has shared his unique insights at various conferences, churches, universities, and seminaries.