



AICPA Audit & Attest Standards Team

Request for Presentation

This form is required to be completed for all requests for AICPA Audit & Attest Standards staff presentations at any conference, webcast/webinar, or any other potential CPE vehicle. This form should also be completed if the CPE sponsor is requesting AICPA Audit & Attest Standards staff assistance in identifying an appropriate member of the Auditing Standards Board, Accounting and Review Services Committee, or any other individual to participate in any CPE event.

The information included on this form will be used by the AICPA Audit & Attest Standards Team in determining whether it is able to fulfill the request. Requests may be denied due to resource constraints or other factors. The AICPA Audit & Attest Standards Team will respond to this request in a timely manner.

By completing this form, the requesting organization asserts that it is aware that it will be required to reimburse the AICPA for all reasonable travel expenses including airfare, mileage, hotel, and meals. AICPA Audit & Attest Standards staff will complete any required expense reimbursement request forms in a timely manner and will submit copies of receipts for all amounts equal to or greater than \$75.

In the event that the AICPA Audit & Attest Standards staff is unable to comply with your request, staff may make available PowerPoint presentations or other materials that you can use. Staff will communicate any restrictions as to use if appropriate.

Please e-mail the completed form to presentationrequest@aicpa-cima.com.



Event: _____

Sponsor of event: _____

This event is (please indicate with an X in the appropriate space):

Conference (in person only) _____ Conference with live stream available) _____

Conference via livestream only _____ Webcast/webinar _____

Other _____

Date of event: _____ Location of event: _____

Topic (please indicate with an X in the appropriate space):

Auditing and Attestation Standards Update _____

Review/Compilation/Preparation (SSARSs) Update: _____

Auditing/Attestation Standards/SSARSs Update Combined: _____

Standard-setting Strategy/Overall Assurance Environment: _____

Other (please indicate): _____

The presentation is expected to be:

A general session _____ A breakout session _____ A panel discussion _____

Length of presentation (in minutes): _____

Expected number of attendees/participants:

In person: _____ Via live stream/broadcast: _____

Via recording to be viewed at a later date: _____

Please indicate any additional information that you would like the Audit & Attest Standards Team to consider.

Name of contact for AICPA Audit & Attest Standards Team response: _____

E-mail address of contact: _____