External Speakers and Presentations Planning Steps

Before proceeding please read the policy on External Speakers and Presentations on the back of this form. This form must be completed and filed in Student Services BEFORE speakers/businesses can be invited and/or confirmed.

Sponsoring organization/class: ___________________________ Contact Person ___________________________

Who will be sending out invitations/announcements?: _________________________________________________

Date(s) and time of Planned Activity: _____________________________________________________________

For evening/weekend events Public Safety and Parking must be notified in advance. See Barb Gaeth.

What is the Planned Activity?: ___________________________ Target Audience (List all): _______________________

If a proposed speaker/ business is involved who is it?: ________________________________________________

Who is the faculty member/administrator/advisor who approved the activity and/or speaker?: _______________

Will faculty member/ administrator/advisor be present?: Yes  No (please circle)

Advisor Signature: ___________________________________ Date approved: __________________

Room reserved: _________ By: _________________________ Scheduler signature: ____________________________

Note: If you are using the atrium or other lobby areas you must return tables and chairs to original location each day.

Equipment needed:  ___________________________________________________________

IT notified: (Includes request for TV monitor display) Date: _________ IT signature: _________________________

Name of person supervising set-up of room: _______________________________________________________

Name of person supervising clean-up of room after event: ____________________________________________

All rooms must be put back in order. Diagrams are included in each room. All tables and chairs must be returned to original location and must be clean.

Arrangements made for picking up garbage: (see Barb Gaeth) Date: _________ Barb’s initials: ______________

Student Services notified for placement on calendar: Date: _________ SS signature: _________________________

Notes:
________________________________________________________
________________________________________________________

A copy of this form must be submitted to and maintained in the Office of Student Services. (Updated 8/2015)
The Marquette University School of Dentistry (MUSoD) supports the invitation, by students, of extramural speakers to share information and broaden the exposure of students to topics not routinely covered in the predoctoral curriculum, as described in the policy statement on Freedom to Invite Vendors/Speakers of the American Student Dental Association (http://www.asdanet.org/about/policy5.htm#E-1). Unless specifically stated, use of MUSoD facilities does not imply endorsement or sponsorship of the activity by Marquette University or the School of Dentistry.

Students are required to obtain permission from the Office of Academic Affairs prior to extending any invitation to speak or distribute materials in the School of Dentistry. The Office of Academic Affairs will consult, as necessary, with additional faculty and administrators in the School of Dentistry prior to granting permission to extend any invitation to speak or distribute materials in the School of Dentistry. Students are encouraged to consult with appropriate department chairs and division heads prior to requesting permission to extend an invitation to speakers and companies regarding techniques and products. All promotional material intended for distribution as part of an invited presentation at MUSoD must be reviewed by the appropriate department and administrative office prior to distribution. All room reservations, ordering of food and beverages, audiovisual requirements and similar needs for such activities must be coordinated through the Office of Student Services.

The MUSoD reserves the right to withdraw an invitation to speak that has been extended by students, if the withdrawal of such an invitation is deemed to be in the best interest of the MUSoD.