**ORGANIZER CONTACT INFORMATION**

**Organization:** Click or tap here to enter text. **Contact Person**: Click or tap here to enter text.

**Address:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**EVENT INFORMATION**

**Event name:** Click or tap here to enter text. **Event Location:** Click or tap here to enter text.

**Event type:** Choose an item.

**Event start date:** Click or tap to enter a date. **Event end date:** Click or tap to enter a date.

**President and Vice Chancellor’s role:** Choose an item.

**Speaking or writing request:** Choose an item.

**Time allotted on agenda:** Click or tap here to enter text.

**Who is the audience**: Click or tap here to enter text.

**Number of** **participants:** Click or tap here to enter text.

**Provide bullet points to explain the information or messages you would like the President and Vice Chancellor to touch on:** Click or tap here to enter text.

**LOGISTICS**

**In person  Video conference  Teleconference**

**Will there be a podium: Yes  No  N/A**

**Will there be a microphone: Yes  No  N/A**

**Will the event be recorded or broadcasted?** Choose an item.

**Do you require a biography: Yes**  **No**

**Do you require a photo:** **Yes**  **No**