



MOREHOUSE

SCHOOL OF MEDICINE

External Speaker Request Form

- Please keep in mind that due to the volume of events and schedules, schedules are extremely limited with regard to the ability to attend/speak at events that are not Morehouse School of Medicine mission driven. Priority will be given to organizations that provide service or support to the mission of Morehouse School of Medicine. Speaking/appearance fees, honorariums, or donations may apply and are determined based on the size, location and type of event. Fees proposed are determined based on the information provided in this document.

Please return this form to Cassandra Lawrence at clawrence@msm.edu

Request is for _____ Dr. Valerie Montgomery Rice, President & Dean

_____ Other Deans Office Staff _____

Key Note Speaker _____ Panel Discussion _____ Panel Moderator _____ Other _____

LEAD/SPONSORING ORGANIZATION

Name of Organization/Company:

Please describe your organization and its mission:

OVERVIEW:

Please give a brief overview of the event (e.g., conference, employee meeting, fundraising dinner, luncheon...)

Date of Event:

Time: (note estimated arrival to departure times for speaker):

Event location and address:

Approximate number of people attending:



Audience – Please describe the audience – who will be attending:

Media attending:

Speech topic requested:

Length of speech:

Question and Answer session requested? Yes No

Will your group be able to provide the necessary audio/visual equipment and screen needed? Yes No

Will travel be provided?

CONTACT:

Contact Name: _____ Position in Organization/Company _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Please include any and all flyers and promotional information regarding the event

Questions or concerns, please contact the President's office

Phone: 404-752-1720 Fax: 404-752-1594

Cassandra Lawrence, Program Coordinator, Office of the President
clawrence@msm.edu