

INSTITUTE ON THE ENVIRONMENT

Speaker Request Form

To invite an expert from the Institute on the Environment (IonE) or its signature program, the Initiative for Renewable Energy and the Environment (IREE), to speak at your upcoming event, please complete and submit this form at least **three weeks** in advance of the event date.

Return the form to:

Sue Lewis
e-mail: lewis495@umn.edu
Fax: 612-626-5555

Questions:

IonE: 612-626-9553
IREE: 612-624-7266

EVENT TITLE:

EVENT OVERVIEW:

Provide a detailed description of the event and attach the agenda or additional materials, if available.

CONTACT

NAME: _____

PHONE: _____ **E-MAIL:** _____

TITLE: _____

COMPANY: _____

EVENT WEB SITE *(if applicable)* _____

LOGISTICS

EVENT DATE(S) AND TIME:

DATE AND TIME FOR SPEAKER: *(if different from above)*

LOCATION:

PARKING:

EVENT PARTICIPANTS

TARGET AUDIENCE:

ANTICIPATED ATTENDANCE:

VIPs IN ATTENDANCE:

TOPIC/CONTENT

REQUESTED TOPIC:

SPEAKING POINTS FOR THIS AUDIENCE:

LENGTH OF PRESENTATION:

LENGTH OF Q&A:

EVENT SET-UP

SET-UP AND AUDIO/VISUAL: *(select all that apply)*

- Podium
- Stationary microphone
- Wireless lapel microphone
- Screen
- Projector
- Computer (for PowerPoint presentation)
- A/V tech on-site during event
- Other, please describe: