

Activity Planning Steps

Before proceeding please read the policy on External Speakers and Presentations attached at the end 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: _____

If a proposed speaker/ business is involved who is it: _____

Who is the faculty member/administrator who approved the activity and/or speaker: _____

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

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.

TITLE: External Speakers and Presentations

OFFICE: Office of Academic Affairs

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.