

DEAN THOMAS LAVEIST PARTICIPATION AT EVENTS REQUEST FORM

Please complete and submit this form by emailing the Dean's Office (sphtmdo@tulane.edu) **and** Dana Donaldson-Davis (ddonalds@tulane.edu). Dean LaVeist's participation is not confirmed until the requestor receives written confirmation from the Dean's Office.

Today's date:

Requestor's Name:

Requestor's Phone Number:

Requestor's Email:

Request for Attendance at Live Event

(Virtual or In-Person)

Please fill this out to the best of your ability at this time. The Dean's Office will follow up with any additional information needed.

Event name:

Sponsoring department/organization:

Event date:

Start & end time:

Event location & address:

On-site/lead contact person

Name:

Title/Position:

Email address:

Campus phone:

Expected audience size:

Audience will include (students, faculty, staff, media, alumni, community, government officials?):

How long is the requestor asking the Dean to attend this event?:

What time is the requestor asking the Dean to arrive?:

Continue to the next page to provide additional information on Dean LaVeist's role at your event.



Dean LaVeist's Role

Please fill this out to the best of your ability at this time. The Dean's Office will follow up with any additional information needed.

Attendance requested:

Attendance with no speaking role.

Attendance with speaking role.

If speaking role is requested, provide more information below (eg. How long should his remarks be, what topics should he cover, are these welcome remarks, is this a panel, a presentation, etc):

Event overview (background, purpose, event program, other speakers and their titles, etc.):

Who will introduce the Dean?

Will the Dean be expected to introduce anyone? If yes, whom?

Additional comments?:

Please submit the completed participation form to sphtmdo@tulane.edu AND ddonalds@tulane.edu.

If you would like attendance from other School Leadership (Associate or Assistant Deans, Department Chairs, Student Government, etc), make sure to share the calendar event with them directly via email. It is also advised to share your event to wsphevents@tulane.edu.



TULANE UNIVERSITY
Celia Scott Weatherhead School of
Public Health & Tropical Medicine