



Speaker Request Form

Instructions: Complete all fields and save the file. Open a new email message, attach the file and send to RSTSMRMEOADMIN@mayo.edu.

Requests will be reviewed within five business days. SMRMEO requests two months advanced notice prior to the presentation. Due to the volume of presentation requests and SMRMEO's need to prioritize critical work, we regret we are unable to accommodate all requests for presentations.

Requestor Group or Department	
Topic	
Proposed Date(s) of Presentation	Length of Presentation
Audience (e.g., M.D., residents, nurses)	Expected Number of Attendees
Audience <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Mixed	Location
Is PowerPoint presentation equipment available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain topics to be covered.	
Explain how this presentation will provide value to your group and/or the community.	

For Office Use Only

Confirmed Speaker		
Confirmation Given To	Date	By