



GUEST SPEAKER REQUEST FORM

To request a speaker from the Office of Diversity and Inclusion in a classroom, program, project, or meeting, please return this completed form to M State-Fergus Falls, Attention: Dacia Johnson or email to dacia.johnson@minnesota.edu. Upon receipt, the request will be reviewed and a response provided within five (5) business days.

YOUR INFORMATION:

Name:	Department
Email:	Campus:
Phone:	<input type="checkbox"/> Detroit Lakes <input type="checkbox"/> Fergus Falls <input type="checkbox"/> Moorhead <input type="checkbox"/> Wadena

REQUEST DETAILS:

This request is for a: <input type="checkbox"/> Classroom <input type="checkbox"/> Program <input type="checkbox"/> Project <input type="checkbox"/> Meeting <input type="checkbox"/> Other (<i>specify</i>)
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Name of Course, Program, Project or Meeting		
Date of Event	Start Time	End Time
	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

Meeting Room:	
Other Details:	
Additional Comments:	

FOR OFFICE OF DIVERSITY AND INCLUSION USE ONLY:

Confirmed Speaker:	Partner:
Email:	Phone:
Confirmation given to:	On date:
Chief Diversity Officer's Approval:	