

Requesting a Speaker

If you would like a speaker to come to a meeting in your department, all you have to do is ask!

You can request:

- Speakers from a charity
- Mr. Merck (Vice President for Administration and Finance)
- Tiffanie Rogers (UCF FSECC Coordinator)
- Jennifer McMahon (Main Campus Fiscal Agent)
- Other Fiscal Agent Representatives (Other counties)

Just send Tiffanie the following information:

Name of Department Representative: _____

Department: _____

Name of Event (Dept meeting, breakfast, etc): _____

Date: ____ / ____ / 2009 Event begin time: _____ Speaker begin time: _____

Length of speaking time: _____ Expected Attendance: _____

Location of Event (Building, Room): _____

Special Requests (special topic, audience information, etc):

The UCF Coordinator will coordinate the parking passes, directions, and other information that a visiting speaker will need.

The Department Representative will ensure that the speaker's scheduled start time is honored as closely as possible.