**Request for alumni speakers**

*When requesting speakers for an event, please submit this form to* *alumni@lboro.ac.uk* *at least six weeks in advance of the event. Please get in touch if your event is sooner, we may still be able to assist you.*

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| **Organiser name, department and email address:** |  |
| **The event**If you have a longer-form brief ready to use, please attach this to your email.  | Title:Date:Time:Location:Brief: |
| **Speakers**If you have an idea of the kinds of backgrounds/ jobs etc. that you would like the speakers to have, please specify. | How many speakers? Industries:Organisations:Education background:Job role:If you have any people in mind, please specify:Do you require/would you prefer UK-based alumni or are there opportunities to involve international and remote alumni?: |
| **What is the format of your event?** Please highlight | PanelLectureWorkshopMentoringOther (please specify) |
| **Audience** | Who is the event aimed at?How many people would you expect to be in attendance? |
| **Expenses**Please highlight | Do you have any budget to cover expenses? YesNo If so, how much? |
| **Selecting speakers**Please highlight | Would you prefer to see a list of potential speakers before the Alumni team approaches them?Yes, I’d like to help chooseNo, please go ahead and source speakers |