**Request for alumni speakers**

*When requesting speakers for an event, please submit this form to* [*alumni@lboro.ac.uk*](mailto: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 | Panel  Lecture  Workshop  Mentoring  Other (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?  Yes  No  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 choose  No, please go ahead and source speakers |