



UIC College of Engineering

Dean Lola Eniola-Adefeso Participation Request Form

EVENT INFORMATION

1. Event Name: _____
2. Event Date & Time: _____
3. Event Location: _____
4. Hosting Department/Organization: _____
5. Contact Person (Name, Email, Phone): _____

DEAN'S ROLE

6. What is the Dean's role in this event? [check below]
 Keynote Speaker Panelist Attendee Other: _____
7. Do you want the Dean to speak? Yes No
8. If yes, how long should the speech be? 5 min 10 min Other: _____
9. Please describe the expected benefits or significance of Dean's participation.

AUDIENCE DETAILS

10. Who is the audience?
 Students Faculty Staff External Stakeholders Other: _____
11. Expected number of attendees: _____

TIME COMMITMENT

12. Total time commitment for the Dean:
 Less than 30 minutes 30-60 minutes More than 1 hour

AGENDA & MATERIALS

13. Please provide an agenda or itinerary at your earliest convenience:
(Attach file or paste details below)

ADDITIONAL NOTES

14. Any special requests or considerations? _____

Submit requests at least two weeks prior to the event to engineeringdean@uic.edu.