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.***