



**Business**

FLORIDA INTERNATIONAL UNIVERSITY

**Student Request Form for Speakers/ Workshop Presenters**

Submit this request form to Yanyan San Luis at [ysanluis@fiu.edu](mailto:ysanluis@fiu.edu)

**Please allow 3-4 weeks to process your request.**

**Organization Information**

Requestor's Name:

Email to be reached:

Business Organization:

Phone Number:

**Meeting Information**

Name of Event:

Audience Profile:

Event Location:

Estimated Number of People Attending:

Event Date:

Meeting Attire:      Business    Business Casual    Casual

Start Time:

End Time:

Length of Time for speaker:

Topic of Event/ Presentation in detail:

Other:

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**FOR INTERNAL USE ONLY**

Date received:

Approved by:

Speaker Confirmed:

**Please allow 3-4 weeks to process your request.**

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