THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Science

Speaking Request

Requester to complete

Event name and description

Event date and time

Notes on speaking order, required introductions

Primary audience and size of audience

Nature of speaking role

- ○ EMCEE role
- ○ Opening or closing remarks
- ○ Panelist
- ○ Moderator
- ○ Award presentation
- ○ Speech or remarks

Duration of speaking commitment

Suggested focus of remarks (including required housekeeping, land acknowledgements)

Speaker to complete

Suggested focus of remarks

Preferred format

- Point
- Verbatim

Remarks required by

Notes