



## Procedures for Approval of Guest Speakers

1. Students, clubs, faculty and all university organizations may obtain the Guest Speaker Request Form from the office of Student Affairs or on the Logan website.
2. The completed Guest Speaker Request Form is submitted to the office of Student Affairs **30 days in advance** of the requested date. A resume, a completed Presentation Outline form, and a signed Acknowledgment form must accompany the request.
3. The dean of students and the dean of the College of Chiropractic will review the request and make the final approval. Special events may require additional approval by the vice president of academic affairs and the president.
4. All required information must be completed in full and submitted prior to review.
5. Requesting group must be formally notified that final approvals are secured before any advertising of the event can take place. Approval for fliers and requests for advertising on the electronic message boards around campus happen through Student Affairs.
6. The faculty advisor for a Logan club must agree to attend for the duration of the approved presentation and is responsible for monitoring the presentation.

## Presentation Outline

Speaker's Name: \_\_\_\_\_

Please include credentials (attach resume)

About the Speaker: (approximately 150 words to be used as your introduction)

---

---

---

---

Title of Presentation: \_\_\_\_\_

Topic of Description (Abstract):

---

---

---

---

Length of Presentation: \_\_\_\_\_

Presentation Objectives (Outline):

---

---

---

---

Is any individual or organization sponsoring your presentation or transportation to Logan University?

---

Who will attend with you?

---

Reference Materials (what materials are being handed out?):

---

---

Special Requests: \_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_

## Guest Speaker Request Form

Today's Date: \_\_\_\_\_ Student/Organization Contact: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Request Date: \_\_\_\_\_ Hour(s) Requested: \_\_\_\_\_

Location Requested: \_\_\_\_\_

***A resume, completed presentation outline form, and signed acknowledgement form must accompany this request form and be turned in at least 30 days in advance of the request event date. No publicity of the event may occur until the event has been fully approved and the requesting group formally notified. Advertising approvals are secured through Student Affairs.***

### Approval and Recommendation of Faculty Sponsor:

I, \_\_\_\_\_ (print name), as faculty advisor to the \_\_\_\_\_ (Club/Organization) have completely reviewed the presentation outline and curriculum vitae of the requested guest speaker and offer my approval and recommendation to the dean of students. I also understand it is my responsibility as faculty sponsor to attend the presentation of the guest speaker for the duration of the session during the aforementioned time and that it is my responsibility to ensure that the mission and values of Logan University are in no way compromised. If the speaker does not abide by the acknowledgement that he or she signed regarding our mission, values and using the time to sell or promote for personal gain, I will stop the presentation.

\_\_\_\_\_  
Signature of Faculty Sponsor

This form must be submitted to the office of Student Affairs for the approvals below:

- Approve
- Deny

\_\_\_\_\_  
Date: \_\_\_\_\_  
Dean of the College of Chiropractic or Health Sciences (as appropriate)

Comment: \_\_\_\_\_

- \_\_\_\_\_  
 Approve  
 Deny

\_\_\_\_\_  
Date: \_\_\_\_\_  
Dean of Students

Comment: \_\_\_\_\_

## Guest Speaker Acknowledgment

**It is the expectation that the approved guest lecturer will comply and agree with the mission and values of Logan University:**

**Mission:** Logan University is a diverse and engaging community committed to excellence in health sciences, education and service, guided by integrity, commitment and passion.

**Values:**

Logan empowers all community members and holds each accountable.

Logan strives to maximize performance in others and ourselves.

Logan is agile and innovative.

Logan acts with respect, compassion and integrity.

Logan promotes evidence-informed, learning-centered communities.

Logan seeks and supports diversity in people, programs and ideas.

Logan provides service to the University and to the local, state, national and international communities.

**I understand the mission and values of Logan University, and I agree my presentation will in no way compromise the mission and values of Logan University. I also understand and agree not to use the presentation time for the purpose of overtly selling or promoting techniques, products, equipment, additional classes, nutritional supplements, etc., for my own personal gain.**

---

**Signature of Guest Lecturer**

---

**Date**