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**Attendance Request Form**

**Acting Chief Officer**

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| **Date Request Received:** | **Department/Unit/Division/Entity**: |
| **Lead Person Contact Details:** | **Date & of Event:**  **Venue:**  **Start Time:**  **Finish Time:** |
| **Event Organiser:**  **Contact Details:**  **Mobile:** | |

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| --- | --- | --- | --- | --- | --- |
| **type of event** | | | | | |
|  | VIP/Ministerial Visit |  | Scholarship Presentation |  | External Company event on  campus |
|  | Meet & Greet |  | Graduations |  | ULF Friends Event |
|  | Reception / Launch  Scholarship |  | Photo Opportunity |  | Host Dinner |
|  | Retirement |  | Governing Authority Function/Event |  | Other – Please Specify |
|  | Presentation of Awards |  | UL Conference / Symposium |  |  |
|  | Inaugural Lecture |  | Alumni Event |  |  |
|  | Launch Exhibition/Showcase |  | Ambassadorial Visit to UL |  |  |

**Please Note:**

1. Form must be returned to this office a minimum of 15 working days in advance of the event.
2. For speaking engagements please complete **Page 2** of this form.
3. Catering / Equipment must be booked by event organiser.
4. List of invited guests / attendees **must be provided** in advance of the event.
5. Department Cost Code (if relevant).
6. It is the responsibility of the event organiser to maintain contact with the Office of the President and the Office of the Provost and Deputy President.
7. Please note this is not a guarantee of attendance.

**Event Information – *please ensure all relevant details are filled in below:***

1. What, if any, is your conference | event title?
2. Who is the host?
3. Will there be any other speakers at this event?
4. If yes, please list the speakers.
5. Will there be any special guests | VIPs attending?
6. Who will introduce the Acting Chief Officer?
7. What is the running order for this event?
8. Can you please provide background to this event?
9. What is UL’s connection | expertise in this area? Please outline research projects, faculty, member involvements, achievements and awards.
10. Are there any particular themes | topics that you would like the President to mention in their speech?
11. What else will the President be required to do? (For example photographs, meet with industry representatives, VIPs, students, other etc.).