

# Advancing THE WORLD OF Work



Cornell University  
ILR School



## Guest Speaker Request Form

### Requestor Contact Information

Name: \_\_\_\_\_

Company, Organization or Affiliation: \_\_\_\_\_

Professional Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Theme: \_\_\_\_\_

Provide detailed description of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization or Event Website: \_\_\_\_\_

Contact person to coordinate details with:

Same as above

Different from above (*please indicate*): \_\_\_\_\_

Audience description: \_\_\_\_\_

Expected audience size: \_\_\_\_\_ Will media be invited?:  Yes  No

**Speaker Details** – Speaker acceptance?decline response required by: \_\_\_\_\_

What additional role(s) will the speaker be expected to play?: \_\_\_\_\_

Length of expected participation: \_\_\_\_\_

Please indicate materials the will need to be provided (Photo, Bio, etc.): \_\_\_\_\_

#### Submit to:

Cornell University ILR  
Workplace Health & Safety Programs  
237 Main Street, Ste. 1200  
Buffalo, NY 14203-2719

P. (716) 852-4191 | F. (716) 852-3802 | E. [njb7@cornell.edu](mailto:njb7@cornell.edu)

[www.ilr.cornell.edu/healthsafety.html](http://www.ilr.cornell.edu/healthsafety.html)