



# Appearance Request Form

Vice Chancellor  
for Academic and Student Affairs

## MINNESOTA STATE

Thank you for your interest in having the vice chancellor appear at your event. To assist in managing the vice chancellor's schedule, we ask that you initiate any invitation to speak at or attend an event or meeting by submitting this form **at least eight weeks prior to the event**. All requests will be considered and responded to in a timely manner. The vice chancellor strives to accept as many invitations as possible. Frequently, however, he must decline an invitation due to various obligations and duties. Your patience with managing the vice chancellor's calendar is appreciated.

Today's Date (MM/DD/YYYY)

## 1. Contact Information

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Organization's Name

Contact's Name

Contact's Title

Contact's Phone Number

Contact's Email Address

## 2. Event Information

Event Title

Description of Event (200 char. limit)

### 3. Date & Time of Event

Date (MM/DD/YYYY)

Arrival Time

Start Time

End Time

### 4. Location Information

Street Address

Street Address Line 2

City

State

Zip Code

Have you included a map of the location?

Yes

No

### 5. Speaking Engagements

Will the vice chancellor be speaking?

Yes (go to 6 below)

No (go to 10 below)

### 6. Vice Chancellor's Remarks

Length (in minutes) of vice chancellor's remarks

Length of Q&A (in minutes - in addition to remarks, if applicable)

Please list a maximum of 5-6 bullets you would like addressed (*form field will expand*)

## 7. Audience

Estimated Number of Attendees

Please list attendees to be recognized in the vice chancellor's remarks

## 8. Logistics for a Speaking Engagement

Name of Introducer or Emcee

Affiliation

If there are others speaking, please list their names and affiliations (*form field will expand*)

## 9. Additional Information

Is there anything else the vice chancellor should know about this event? (*100 char. max*)

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## 10. Submission Instructions

Save this form and send a completed copy (hardcopy by mail or attachment by email) along with an agenda or program to:

Susan Platt  
Executive Assistant  
Minnesota State Colleges and Universities  
30 7th Street East, Suite 350  
St. Paul, MN 55101-7804  
susan.platt@so.mnscu.edu

# Speaking Requests Technology Requirements

Ron Anderson, Vice Chancellor for Academic and Student Affairs

**\*\*Complete and return with the speaking request form to [susan.platt@so.mnscu.edu](mailto:susan.platt@so.mnscu.edu).**

Provide the name, cell phone, and email **for the key technical support person** involved. Please also share a **main contact cell phone** in case of last-minute emergency (e.g., unavoidable transportation delay):

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**Fill out this sheet with the information requested and checking all boxes below as appropriate. It will be assumed the following items will be available for the presentation. Not all of the items below are necessarily required for every presentation, however, preparation will be made for a presentation under the assumption that all are available unless you indicate otherwise ASAP**

- Projector, screen, and video cable for my PC laptop (presentation requires excellent line-of-sight to screen for all viewers as well as excellent audio) (connection to laptop either regular video cable or micro USB cable to laptop)
- Wireless broadband internet connectivity
- Wired broadband internet connectivity
- Audio output from PC laptop to sound system for playing numerous video clips with video and sound (laptop receiver is standard headphone jack, not RCA cable; be sure that audio plug is not yoked to monitor cable as headphone jack on side of laptop is 18 inches from monitor jack in back)
- Remote USB "clicker"/slide advancer
- Lapel, or hand-held mic (in that order or preference)
- If Q & A with audience is involved, additional handheld microphone if needed