



Speaker Request Process Check List

Please use this checklist as a reference when planning any event that includes a guest speaker (from outside the School of Dentistry) or a student speaker.

1. At least two weeks prior to your event, submit a “[Speaker Application, Lunch and Learn Application Form](#)” via MiTools under the Student Services tab. When you submit the speaker request online, it is automatically sent to Kelsey Susalla, Dr. Duff’s Administrative Assistant. Kelsey will check to make sure your requested date does not conflict with an already confirmed Lunch and Learn/Speaker. If there is a conflict with the date you chose, Kelsey will email you and request that you choose a new date and re-submit your request through MiTools.
2. Once you submit the form, please email Kelsey (susallak@umich.edu) directly with the bio/cv of the speaker and a copy of the presentation.
3. Once Kelsey has all three documents: your formal request through MiTools, the speaker’s bio/cv, and the presentation outline they will be provided to Dr. Duff for review and final approval.
4. Once Dr. Duff signs off on your request you will receive an email from Kelsey notifying you that your Lunch and Learn is approved. Once you have final approval you may move forward with reserving a space for your event. Please submit requests to dentistry.roomscheduling@umich.edu and include in your request your unique name, name of the event (i.e. Lunch and Learn), time and date of event, number of people expected to attend and your exact room preferences. You will receive a notice via email regarding the status of your room.