

Information Required from Faculty Hosts

If you are hosting a guest speaker, please provide the following information to Krista.Harder@med.uvm.edu (MMG speakers) or Renee.Sarao@med.uvm.edu (TGIR speakers) no later than **one month** prior to the seminar:

- Faculty interested in meeting with guest speaker
- Desired number of meetings/meeting length (usually 6 slots of 40 minutes each)
- Graduate students/post-docs interested in lunch with guest speaker
- Faculty attending dinner with guest speaker
- Restaurant for dinner
- Preferred time for dinner

Please note that you will be responsible for introducing your guest at the seminar.