

# Office of Experiential Learning

## Presentation Request Form

1. To request a presentation for your class, student organization or other event, please fill out the form below.
2. Please allow two (2) weeks advance notice for speaker requests when possible.
3. A representative from Experiential Learning will contact you within three (3) business days of receiving this request.
4. **ATTENTION! If you need confirmation before three (3) business days, please complete this form AND call Office of Experiential Learning at 575-646-1631.**

Requester Name:

Requester Title:

Academic Department/Student Organization:

Best Contact Phone #:

Best Contact E-mail (include full e-mail address):

### Presentation Topics

A list of specific OEL units can be found below.

- ☐ Overview of Services - Cooperative Education and Internships
- ☐ Overview of Services - Career Events
- ☐ Overview of Services - Education Abroad and National Student Exchange
- ☐ Overview of Services – Passport Acceptance Facility
- ☐ Overview of Services – All the above

Requested Date:

Requested Time:

Is class in person or online:

Location (Building and Room #):

Student Classification: \*

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Graduate

Additional Comments: