

## Alumni Participation – Request Form

Please fill out the form below if you would like guidance from the LAU Adnan Kassar School of Business and the Alumni Relations Office in making connections with alumni on behalf of your club and/or organization. Send your request to the Adnan Kassar School of Business at least **1 month** in advance of event.

Take into consideration some of the criteria listed below to narrow your search.

<b>Name of Student Group:</b>
<b>Is this a new group? Y/N    If yes, how long has it been active?</b>
<b>Description of student group, mission, purpose:</b>
<b>Contact Name(s):</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>Name of Event:</b>
<b>Is this the first event? Y/N</b>
<b>Date of Request:</b>
<b>Date of Event (even if tentative):</b>
<b>Event Description:</b>
<b>Event Agenda (highlight times where alumni guest is requested):</b>
<b>Preferred Alumni Criteria (i.e. specific industry, senior/recent alum, position within company, regions, gender, etc):</b>

Please return this form to:

Ms. Razan Zeaiter (*Business building, office 1521, ext. 1586, e-mail: [razan.zeaiter@lau.edu.lb](mailto:razan.zeaiter@lau.edu.lb)*)