*This brief should be completed* ***at least two weeks prior*** *to an event or meeting that the Vice President for Research is either 1.) asked to attend, 2.) is a speaker, panelist, or other, 3.) involves other senior-level university officials, state/federal representatives, staffers, or employees, 4.) includes honors or awards and is led by one of UK Research’s offices or centers/institutes.*

**Send Completed Brief to:** [**vpr@uky.edu**](mailto:vpr@uky.edu) **and** [**stacy**](mailto:stacy)**.gaylor@uky.edu**

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| **Event Name/Title** |
|  |

|  |  |
| --- | --- |
| **Sponsoring Unit/Group:** |  |
| **Event Date & Time:** |  |
| **Event Location:** |  |
| **Contact for VPR:** |  |
| **Registration Information:** |  |

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| --- |
| **Purpose of the Event (include URL to additional information):** |
|  |

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| --- |
| **Is the event sponsored in part or whole by the OVPR? If so, please provide program materials in advance of posting or dissemination.** |
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| **Are any of the following individuals invited or participating (mark each with an X)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Invited | Speaking |  | Invited | Speaking |
| President |  |  | Other Vice President (s) |  |  |
| EVPFA |  |  | Governor |  |  |
| EVPHA |  |  | State Representative |  |  |
| Provost |  |  | Congressional Member/Staff |  |  |
| College Dean(s) |  |  | Other, please list |  | |

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| **Is the VPR being asked to participate (please explain)** |
|  |
| **Are you requesting remarks from the VPR? Approximately how long will the VPR speak?** |
|  |
| **Will the VPR be introducing anyone else?** |
|  |
| **Do you need bio info or photo to introduce the VPR?** |
|  |
| **Are presentation slides needed? If so, when are they due.** |
|  |
| **Please list talking points below to be included in the VPR remarks.** |
|  |