



SPE President Scheduling Request

Please complete this request form and provide as many details as possible. If you have any questions, please email officertravel@spe.org for the quickest response.

If your request is approved, a link and instructions will be sent to your email to complete an *SPE President's Appearance Logistics* form.

Contact Information

First Name

Last Name

Email Address

Phone Number

Are you the primary contact?

No

Yes

If No selected, please provide:

Primary Point of Contact

First Name

Last Name

Email Address

Phone Number

President Requested

2015-16 President, Nathan Meehan

2016-17 President, Janeen Judah

2017-18 President, Darcy Spady

If the President selected is not available, would you be willing to accept an alternate President or your Regional Director?

No

Yes

Comments

SPE encourages meetings with local section officers, student chapter officers and local industry representatives in conjunction with President's travel.

Type of Appearance (select all that apply)

Section Visit

Chapter Visit

Event/Conference

Industry Representative Meeting

Other

Appearance Details

Region Name

Please select the applicable SPE Region, to review which region is appropriate please click here or go to <http://www.spe.org/about/regions.php>.

Will the President visit more than one (1) Section during this trip?

No, there will just be one (1) Section visit.

Yes

If yes, please provide the section names here and send additional details to officertravel@spe.org.

Section Name

City

State, Province, or District

Country

President's Role

Presentation

Opening and/or Closing Remarks

Other

Please describe and include topic ideas.

Date(s) Requested

Are the dates flexible?

No

Yes

If Yes is selected, please describe any flexibility you have with the date.

Section Details

Did Section Indicate Need?

No

Yes

Please explain.

Award Winning Section?

No

Yes

Is Section Compliant?

No

Yes

Section Milestone Anniversary?

No

Yes

Has the Section been visited in the past 3 years?

No

Yes

If selected for a visit, would you recommend that a staff member accompany the President?

No

Yes

Please explain.

Student Chapter Name

City

State, Province, or District

Country

President's Role

Presentation

Opening and/or Closing Remarks

Other

Please describe and include topic ideas.

Date(s) Requested

Are the dates flexible?

No

Yes

Please describe any flexibility you have with the date.

Will the President visit additional Student Chapters during this trip?

No, there are no additional Student Chapter visits planned.

Yes

If yes, please provide the chapter names here and send additional details to officertravel@spe.org.

Chapter Details

Is Chapter Compliant?

No

Yes

Chapter Milestone Anniversary?

No

Yes

Has the Chapter been visited in the past 3 years?

No

Yes

If selected for a visit, would you recommend that a staff member accompany the President?

No

Yes

Please explain.

Event/Conference Name

Meeting/Event Venue

City

State, Province, or District

Country

President's Role

Presentation

Opening and/or Closing Remarks

Other

Please describe and include topic ideas and/or the event theme.

Date(s) Requested

Are the dates flexible?

No

Yes

Please describe any flexibility you have with the date.

Industry Representative Meeting

Company Name:

City

State, Province, or District

Country

Describe objective of visit.

Date(s) Requested

Are the dates flexible?

No

Yes

Please describe any flexibility you have with the date.

Other Appearance

Please describe.

City

State, Province, or District

Country

Describe objective of visit.**Date(s) Requested**

Are the dates flexible?

No

Yes

Please describe any flexibility you have with the date.

Please provide a suggested itinerary and details about travel considerations in this region. For example, the ease or difficulty of travel; travel time between locations; and suggested modes of transportation.