Procedures To Plan a Lunch and Learn or Dinner and Development

All corporate or practice-sponsored presentations, including “Lunch and Learn” or “Dinner and Development” presentations must follow the step-wise procedures outlined below to gain official approval for the event.

1) Submit the Speaker Proposal form online (which can be obtained at http://cvm.missouri.edu/current-students/student-handbook/college-corporate-relationships/) with the topic of the presentation, or you may email it to Lisa McCubbins (lmccubbins@missouri.edu) at least 2 weeks prior to the event.

2) You will be notified once the topic has been approved by the Associate Dean of Academic and Student Affairs. No further preparation can be made until the program has been approved.

3) A temporary food permit must be obtained if food is to be served. The Office of Academic and Student Affairs can help with requesting the permit if needed.

4) A room must be reserved through Rose Leykamp in the Dean’s office. Her email is leykampr@missouri.edu.

5) Contact Lisa McCubbins in the Office of Academic and Student Affairs who can prepare a survey for your event, if necessary, and email it to the appropriate class of students. If one is available from the company, it is helpful for Lisa to send a detailed flyer for the event along with the survey.

6) Once the survey has closed and the food options have been compiled, you may place a food order. Lisa McCubbins can help with this if needed, but she will need the contact name and phone number of the person who will be paying for the food.

7) Someone will need to be available to sign for and receive the food at the time specified for delivery/pick up.

If you have any questions regarding the above procedures, please feel free to contact Lisa McCubbins for assistance.