

Thank you for your interest in hosting a virtual event with the University of Rochester. Volunteers are asked to complete the following form after having a discussion with a [staff member](#) in the Office of Alumni Relations and Constituent Engagement. **This form should be submitted at least four weeks prior to the event date** to ensure all logistics are handled in a timely manner.

Volunteer Name:

City:

Email:

State/Province:

Phone #:

Country:

PROPOSED VIRTUAL EVENT DETAILS

Event Date:

Start and End Time:

Virtual Platform:

- Zoom Webinar (*best for when you want attendees to primarily listen*)
- Zoom Meeting (*best for when you want more interaction between attendees*)
- [Click here](#) to learn more about the difference between Zoom webinars and meetings.
- Other virtual platform:

Expected # of Attendees:

Maximum # of Attendees:

Event Description (What is happening at this event?):

AUDIENCE (*select all that apply*)

- Alumni
- Parents/families of current undergraduate students
- Arts & Sciences Eastman School of Music
- Current students
- Those who live in a specific area/zip code:
- Profession or industry:
- Specific school:
- Arts & Sciences
- Eastman Institute for Oral Health
- Eastman School of Music
- Hajim School of Engineering & Applied Sciences
- School of Medicine & Dentistry
- School of Nursing
- Simon Business School
- Warner School of Education & Human Development
- Class year(s):
- Identity-based (*Examples: Women, LGBTQ, Black alumni, NROTC alumni, Fraternity/Sorority alumni.*)