

UMKC School of Dentistry - Lunch-&-Learn Approval Form

The UMKC School of Dentistry is not an open facility; therefore we have specific expectations for outside companies/vendors. A copy of the presentation must be submitted for approval to the Assistant Dean of Student Programs at least one week prior to presentation date to ensure it matches the education philosophy of the school. Vendors must be a committed participant in the Fall UMKC SOD Exhibitor's Fair. Presentations must be educational in content, provide multiple perspectives of options within the field or industry, and be free from commercial or promotional bias. Total promotion of any one specific vendor or product is absolutely prohibited. The presentation may not interfere with scheduled courses and must conclude at least 10 minutes prior to the next scheduled meeting/class.

Date Form Submitted: _____

Company /Vendor Name: _____

Address: _____

Contact Name: _____

Contact Phone & Email: _____

Has company/vendor participated in previous year Exhibitor/Vendor Fair: Yes _____ No _____

Description of Company Services: _____

COMPLETING THIS FORM INDICATES THE UMKC SOD SPONSORING ORGANIZATION IS AWARE OF THE EXPECTATIONS OUTLINED AND CLEARLY COMMUNICATED THEM TO THE VISITING REPRESENTATIVE.

Dental School Organization & Contact Name Sponsoring L&L: _____

Date & Time of Dental School Visit (be sure to reserve a room through Vonda Strother): _____

Title/Description of Presentation: _____

Room # Assigned: _____

Is the company providing lunch? Yes _____ No _____ (If yes, it is the responsibility of the sponsoring organization and company to monitor food and ensure the room is fully clean and available for the next scheduled course or group.)

Approval: _____

Signature & Date, Assistant Dean for Student Programs _____

Office Use Only: _____ Vendor Fair Participant _____ Presentation Reviewed & Approved