

MSOP GUIDE

REQUESTING AN AMA EVENT SPEAKER

The following checklist covers key details and considerations to think through when requesting a speaker.

START PLANNING

- 1 **Confirm date/time of your event**
- 2 **Determine the person you wish to feature and/or the topic you wish to focus on during your event**

Remember to consider what type of speaker best fits the needs of your event and audience

Need help? Ask your MSOP field student recruitment manager for suggestions!

We strongly recommend you submit your Speaker Request Form as far in advance of your event as possible, **30 DAYS OR MORE**, to ensure a higher likelihood of securing your preferred speaker.

WHAT HAPPENS NEXT

- Once request form is received by the AMA, you will get an immediate email confirmation with a copy of your original request and details on next steps
- Our team will be in contact with you within one to two business days with any questions or to confirm any details
- Confirmation of a secured speaker typically takes 10 days or more to coordinate, at which time we will contact you with an update
- Help us celebrate your efforts! Be sure to submit a brief recap (with photos) following your activity to your MSOP field recruitment manager



MAKE THE REQUEST

- 3 **Access the Speaker Request Form**
- 4 **Complete form in full and submit**

Enter all required information

Select a speaker

By name, if you have a particular speaker you would like to request

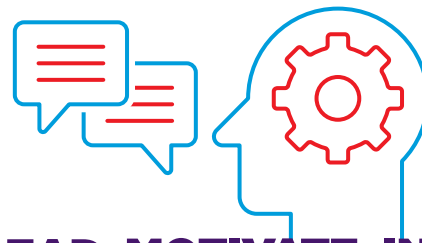
By topic, if you don't know who to request but have a topic you'd like to explore (e.g., Advocacy and policy, Health equity, Organized medicine/future of medicine)

Note: You will be able to make changes to your form once submitted.



QUESTIONS?

Have questions or concerns about your request or need to modify your application? Reach out to our team at studentops@ama-assn.org



LEAD. MOTIVATE. INFLUENCE.