

## Miami Law - Requesting Dean White's Attendance

To facilitate Dean White's participation in law school activities, please follow the procedures outlined below when requesting her attendance at an event or meeting. Follow these same procedures when requesting attendance at an event on or off campus.

1. Complete the Dean's Attendance Request (DAR). Be sure to include the following details:
  - o Include the **actual Dean's attendance time period**, as well as the timeframe for the entire event
  - o Indicate the specific type of audience that will attend
  - o Indicate the specific location of the event (building, room, floor, etc.)
  - o If the event is **off-campus**, attach driving directions
2. Submit the DAR **no later than one month** before the event, to Dawn Stadmire, Dean's Administrative Assistant, by emailing the DAR to [dstadmire@law.miami.edu](mailto:dstadmire@law.miami.edu).
3. After the DAR is reviewed by the Dean's office, the event contact person listed on the form will receive a copy of the form indicating whether the Dean is able to attend and further information regarding the due date for the briefing packet.

If your request cannot be accommodated, Dawn Stadmire will contact the Event Contact to discuss an alternative arrangement.

4. As soon as you have been notified that Dean White will attend your event, you should begin preparing a briefing packet. For assistance in compiling the briefing packet please contact Dawn Stadmire.
5. **Changes:** If the date and/or time of the event changes, notify Dawn Stadmire as soon as possible to see if the Dean's attendance is still possible. Complete a new DAR and mark the box in the last section to signify a revision.