

Business Meal Event (In House or Off Site)

Provide prior to the event. (Pre-Event Form)

Check one

- Physician Recruitment
- Public Relations or Fundraising event
- Research Related Meeting/Conference/Symposium/Grand Rounds/Workshop (**this cannot be a routine staff meeting or job training event. New educational information must be provided.**)
- Educational Meeting (not related to research) Meeting/Conference/Symposium/Workshop (**this cannot be a routine staff meeting or job training event. New educational material must be provided.**)

Date: _____ Length of Meeting: _____

Location: _____

Purpose of Meeting (*Explicit rationale for the event and how it relates to further research, the educational mission of the Richmond VAMC or RIVR business operations*):

Guest Speaker Name (*for workshop/education event*): _____

Guest Speaker Position/Expertise: _____