

# Structural Mechanics Seminar Series

## College of Engineering

### Guest Speaker Request Form

#### SMSS Address

Woodruff School of Mechanical Engineering  
801 Ferst Drive, Suite 4111  
Atlanta, GA 30332-0405

#### SMSS Coordinator Contact Information:

Phone: 404-385-0742  
Fax: 404-385-8535  
<http://smss.me.gatech.edu/>

#### Speaker Information

Name:	
Email:	
Professional Title:	
University Name:	
Company Name:	
Address:	
City,State/Province:	
Zip/Postal Code:	
Country:	

#### Host Information

Name:	
Email:	
Phone:	

#### Requester information (if different from host)

Name:	
Email:	
Phone:	

#### Individual Meetings

Please list the names of Georgia Tech Faculty the speaker would like to meet with.

#### Georgia Tech Faculty Names:

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#### Seminar Information

##### Seminar Title:

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Please select three possible seminar dates. After receiving the form, you will receive the final reserved date via host and requester e-mail. FYI: Seminars are usually held between 9 am - 3 pm, Tuesday through Thursday. If you have a specific time or date you would like, please indicate that below.

Requested Date & Time

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Requested Date & Time

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Requested Date & Time

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#### Required Additional Information

- ☐ Abstract (please limit to one paragraph)
- ☐ Biosketch (please limit to one paragraph)
- ☐ Speaker Picture

**\*\*The seminar will be processed *after* the request form and additional information is received\*\***

#### Form Saving Instructions:

The form must be saved to your computer **first**, and then you may fill out the form and save it as a non-fillable PDF. Please send the prefilled non-fillable PDF to Samantha James via email .

Please send request form, required additional information, and inquiries to [rick.neu@me.gatech.edu](mailto:rick.neu@me.gatech.edu).