



Beaver Tips: Inviting the President

STEP 01

To invite the President to your event:

- Invite the president using this link:
<https://leadership.oregonstate.edu/webform/invite-president>
- To submit an invitation for consideration, complete the request form. Your request will be reviewed and a response will be sent to the email address provided on the form.

STEP 02

If requesting a response immediately:

- Please let the Office of the President know so that they can make every effort to respond within your deadline.
- Most requests require communicating with both the president and other university staff. The more information you include with your original request, the sooner they may respond.

STEP 03

Plan accordingly:

- If taken up on the request, work with your organization members and/or advisor to ensure that the president will be greeted and hosted appropriately during the event.
- Any pertinent information or materials should be shared with the President prior to the event.

STEP 04

Other contact information:

- Contact the President under appropriate circumstances:
 - 600 Kerr Administration Building Corvallis, OR 97331
 - pres.office@oregonstate.edu