



[line space]

[line space]

Date, XX:XX AM or PM

Hall, Location within Hall (ex. Vanderbilt Hall, Greenberg Lounge)

[1-2 line spaces]

*Event Title (limit to 2 or
3 line lengths by using
Heading 2 if necessary)*

[1-2 line spaces]

“Name of Lecture”

[line space]

Name of Speaker

Speaker’s Affiliation

[line space]

[line space]

[line space]

If there is any sponsorship information that should be posted, place that text here with 2 line spaces following as shown; otherwise, begin

“Reception... information here.

[line space]

[line space]

Reception immediately following [please set in italic]