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## COM Event Submission form

2026-01-21 - Jeff Clark - [General](#)

To ensure the Dean and Dean's Office remain informed of all activities across the College, we are creating a central calendar of upcoming events. This will help support consistency, efficiency, and alignment with college-wide goals.

To make this process smooth, please share all events—whether large-scale or small gatherings, even if just for awareness—once details are confirmed.

When submitting your event, please include:

- Date
- Event Name
- Time - Actual event start time
- Whether the Dean's attendance is requested and arrival time (e.g., if earlier)
- Location
- Audience
- Brief Summary (2-3 sentences)
- Department
- Staff Contact
- Notes

Submission Link: [CLICK HERE](#)

For any question, please contact

Haley Barnes

Manager, Events

Schmidt College of Medicine

Office: (561) 297-2371

[barnesh@health.fau.edu](mailto:barnesh@health.fau.edu)