

# The Aesthetic Society®

## Visiting Professor Request Form

Institution Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Host institution agrees to cover the Visiting Professor's hotel expenses, local transportation (including airport pick-up/drop off), and hosted meals/events.

Host institution agrees to share resident and fellow email lists with the Society for enrollment regarding the complimentary Residents & Fellows Program.

---

---

Preferred Date of Visit: \_\_\_\_\_ Location: \_\_\_\_\_

List your preference for a Visiting Professor:

First Choice: \_\_\_\_\_ Topic: \_\_\_\_\_

Second Choice: \_\_\_\_\_ Topic: \_\_\_\_\_

Third Choice: \_\_\_\_\_ Topic: \_\_\_\_\_

How many residents will be attending the presentation? (Minimum of 10 is Required) \_\_\_\_\_

Will this visit be held in conjunction with a regional society meeting?  Yes  No

**Regional Societies:** Approval for a Visiting Professor visit to your meeting will be given only if arrangements are made for the Professor to meet with residents at a local "approved" plastic surgery residency program immediately preceding or following your meeting OR, your regional society organizes a specific separate event for residents attending the regional meeting, to meet with the Visiting Professor.

If yes, which society? \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide any other pertinent information (i.e. preferred days of the week, grand round schedule, etc.):

### INSTRUCTIONS:

1. Complete this form and submit via email to Amelia Mekemson at [Amelia@asaps.org](mailto:Amelia@asaps.org)
2. You will be notified as soon as possible about the approval of your request and the availability of a Visiting Professor.
3. Once approved, you will be connected directly with the Visiting Professor to coordinate final arrangements and visit details.
4. Host institutions are responsible for hotel accommodations, local transportation, and hosted meals/events. Visiting Professors typically arrange their own airfare, though travel coordination may be handled directly between the host institution and Visiting Professor based on preference.