



**Drug Management Review Advisory Board
(DMRAB) Speaker Request Form**
(Effective November 2015)

Speaker Information

* Please be sure to type or print legibly.

* Please complete each line item. Line items not applicable should be completed with "N/A".

Meeting Date: _____

Presenter Name and Title: _____

Contact Information (email): _____

Organization(s) Representing: _____

Disclosure of Any Conflict of Interest: _____

Drug or Topic to be presented (must be related to an agenda item): _____

Public Presentation Guidelines

***An attempt is made to accommodate all speaker requests. However, due to time constraints, there is no guarantee a speaker will be presenting at a certain time during the meeting or that time will allow for all speakers to speak.

A **public presentation** at a DMRAB meeting shall comply with the following:

- The verbal presentation shall not exceed five (5) minutes in aggregate per drug per manufacturer or five (5) minutes by an individual speaking on a particular position.
- A request to make a presentation shall be submitted via **EMAIL to the Board's Chair; Dr. Kathryn Schat (Kathryn.Schat@louisville.edu), with Julie Gilbert (JAGilbert@magellanhealth.com)** copied no later than five (5) business days in advance of the DMRAB meeting.
- A presentation shall be limited to an agenda item.
- **All public comment will be scheduled as the last agenda item.**

Nonverbal Comments and Document Guidelines

Nonverbal comments and documents shall be:

- Mailed to the following address with a total of **twenty-five (25)** copies so that the information may be distributed to the DMRAB members as well as to any other involved parties;

Magellan Medicaid Administration
Attn: Harris Taylor
275 E. Main Street 6C-C
Frankfort, KY 40621

Electronic Media Guidelines

In order to allow for a full five (5) minute presentation, **electronic media materials** (slide presentations) must be submitted via **EMAIL** (JAGilbert@magellanhealth.com) or mailed (on a CD or jump drive) to the following address;

Magellan Medicaid Administration
Attn: Harris Taylor
275 E. Main Street 6C-C
Frankfort, KY 40621

- Electronic media materials (slide presentations) that are mailed **will not** be returned.
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If you have any questions, please contact Julie Gilbert at JAGilbert@magellanhealth.com.