

**Colloquium/Seminar Speaker Form: Please email to both
Margaret and Henry at least 4 weeks before visit.**

Faculty host: _____

Speaker's name: _____

Speaker's full mailing address & affiliation: _____

Date of Birth: _____ Sex: _____

Speaker's email address: _____

Arrival and departure dates of speaker _____

Proposed date of colloquium (if any) _____

Proposed date of seminar (if any) _____

Additional purposes of visit (eg research with host, interact with grad students, exploring grant proposals)

Standard support levels are max \$800 Colloquium only, max \$400 Seminar only, max \$900 both

Amount requested from Colloquium Committee _____

Amount contributed from grants or other sources _____

I understand that most details of a speaker's visit, such as obtaining equipment necessary for the talk, picking up at airport, working with Margaret on hotel reservations, requesting an office for longer visitors, are coordinated by the host, and the host is responsible for return of keys lent to the visitor.

It is the responsibility of the host to make sure that the visitor understands that a colloquium talk should be aimed in large part towards a general audience. More technical or narrow talks may be more appropriate as seminar talks than as colloquia.

Approval for this request cannot be transferred to a different time or different speaker without express approval from the colloquium chair and the fiscal assistant handling the colloquium moneys.

Date and host's signature