HISP SPEAKERS AND SPECIAL EVENTS (LC) REQUEST FORM (2018-19)

Please fill in the form, elaborate as appropriate, and send it attached by email to the 2018-2019 Academic Year SSE Committee Chair, S. Miller. Your request will be considered and evaluated within a week of receipt, and be forwarded to the Head with a recommendation.

Evaluation will be made on a point system according to the following criteria:

- 1. Benefit for our students, the Department, and the University
- 2. Extra-departmental co-sponsorship

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- 3. Date when the talk or event will take place (completed request forms should be received at least four weeks before the talk or event; normally the planning and expenses for an event as opposed to a single speaker require more planning and money, and hence feasibility of the talk or event is most important)
- 4. Date of reception of request (the earlier the request the better since funding is from limited resources; about \$4000K as of 9/21/18 for the 2018-19 Academic Year)

SPEAKER	OK	EVENI	(cneck of	ie):		
Date(s) Lecture	or Event	will take pla	ace:			
Amount Reques	ted:					
Faculty Sponsor	ing the S	speaker or Ev	vent:			
Date Submitted:					_	
Brief Descriptio	n of lect	are or event:				
Explain how thi				studer	nts, the Departme	nt, and, if relevant,
Is this lecture o	r event c	o-sponsored'	? YES	S 1	NO (check one):	
If YES, list spor	nsors and	amount:				
1				3		

A. Estimated Budget for Speaker (for Event see B. below)

Lecturer's Name, Affiliation:	
Honorarium_	\$
Please detail all factors unique to this request:	
(Suggested honorarium to professors @ full, associate, and \$300; other invited guest/artists, as appropriate.	l assistant levels: \$750, \$500,
Estimated Budget:	
Travel (please detail itinerary)	\$
Accommodation	\$
(Normally hotel night up to \$120 p/night. Only nights in Conly nights during the event, the day prior, and/or the day unless the event extends into the weekend. Hotels should be	after. No weekend overnight sta
Hospitality	\$
(Please note: alcoholic drinks will not be covered)	
Other (please explain)	\$
ESTIMATED TOTAL	\$
B. Estimated Budget for Event (add to/ac	dapt as necessary):
Honorarium(s)	\$
(Please detail.)	
Travel (with itineraries)	\$
Accommodation(s)	\$
Hospitality	\$
(Please note: alcoholic drinks will not be covered)	
Other (please explain)	\$
ESTIMATED TOTAL	\$