**Colloquium/Seminar Speaker Form: Please email to both Margaret and Phil 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**