

Proposed Speaking Engagement: Professor Iain Provan

Information Form (Event Outside the B.C. Lower Mainland)

It will greatly help me if you can complete this form as fully as possible!

Overall title and/or description of the event:
Venue for the event:
Date(s) of the event:
Breakdown of the event (How many talks? Start and finish times? Balance of talk/Q&A?)
How many people do you expect to attend, and what is the age-range?
Other relevant information about the event?

My needs as a speaker (please indicate any problem with any item):

- Robust lectern for my notes, set high so that I do not need to lose eye-contact with the audience.
- Microphone (preferably not fixed, but lapel-mike or similar).
- Powerpoint capability (PC, not Mac).
- Clicker for running the Powerpoint slides.
- Laserpointer.

Will all my travel costs be reimbursed (including items like airport parking)?

What will be my accommodation during the event?

Will all my accommodation costs be reimbursed?

Please provide travel directions to the accommodation / event venue (separate email is also fine):

If the invitation includes my wife Lynette, please indicate here, and let me know also if her own travel and accommodation costs will be reimbursed:

What is the proposed honorarium for this event (travel and accommodation costs aside)?

(For guidance on honoraria, see my website at <http://iainprovan.com/speaking-engagement-proposal-forms-and-honoraria>)

Name of my main contact person for the event:

Telephone:

Email: