

Guest Speaker Planning Guide

Department of African & African-American Studies

Section I. Guest should complete this section to initiate travel arrangements. Also, please provide the documents requested below.

Visitor's name: _____

Institution/Department: _____

Date of event: _____

Date of birth: _____ **e-mail:** _____ **cell ph:** _____

Travel dates & times: Arrival date _____ Preferred travel time _____
Departure date _____ Preferred travel time _____

Departing City & Airport: _____

Title of talk: _____

Return with the following documents: 1. completed W-9 tax form (enclosed), 2. talk synopsis/
bio, and 3. photo/image **Return within 5 business days of receipt**

Section II. Faculty host should complete this section.

Faculty host: _____

Talk introduction will be done by: _____

Are you providing *any* ground transportation?: _____

Meetings with colleagues? Who/when/where?: _____

Meals with colleagues? Who/when/where?: _____

Section III. To be completed by administrative staff.

Hotel accommodation _____

Confirmation # _____

Honorarium amount \$ _____

W-9 received

Talk synopsis and/or bio received

Photo and/or Image for flyer received