**Women’s History Month 2014**

**PANEL FORM**

Deadline December 6, 2013

Please submit to **Carolyn Motley** as early as possible

PANELIST information **Limit of 3 panelists-because of budget constraints, approval is needed unless panelists are local.**

**Are your speakers international citizens living in the U.S.?** 🞎 Yes 🞎 No - (Additional paperwork is required).

Panelist 3

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Panelist 2

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Panelist 1

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Women’s History Month Mission Statement:** Our mission is to recognize and celebrate women’s contributions and causes by: providing space for educational events from a feminist perspective, promoting a commitment to diversity, and aiming to achieve social justice and women’s empowerment. **Submissions need to be in accordance with the mission statement. We are not able to cover expenses for international speakers living outside of the U.S.**

HOST information:

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UTSA department and mailing location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for proposing and hosting a panel this year! Please read carefully, as the requirements and forms have changed since previous years.*

**As a host you will:**

* Extend an initial invitation and forward this form to Carolyn Motley. Carolyn will then process the paper work and contact the speakers about travel arrangements, honorarium, and hotel arrangements.
* Choose a time for the presentation that will allow you to introduce the panel. To ensure an audience, we ask that hosts schedule speakers in an appropriate class with required attendance. Exceptions can be discussed.
* **Host the panelists in March, provide local transportation and introduce them.**

🗹 Application Checklist

*(Please make sure you have completed the following before turning in your Speaker Form)*

* Provided host contact information
* Provided panelist contact information
* Provided a description of the lecture/performance
* Contacted and confirmed a lecture/performance with ALL panelists
* Provided travel information

PLEASE CONFIRM THE FOLLOWING:

* Yes, I will be available to pick-up/drop-off panelists at airport.
* Yes, I will be available to introduce the speaker before their engagement.

**WSI can offer an honorarium of $100 per panelist. Co-sponsors required for additional funding. Please remember that the host is responsible for coordinating additional funding requests from UTSA departments interested in co-sponsorship. Remember to inform WSI immediately of co-sponsorships! Late additions of funding will not be approved by the Associate VP after contracts have been approved.**

*Thanks again for your commitment to making Women’s History Month a success!*

If you have any questions or concerns please let WSI know:

Women’s Studies Institute, MS 3.01.14, 458-6277, carolyn.motley@utsa.edu

PANELIST information continued:

Please provide a title and brief description of the lecture/performance:

Please confirm that you have contacted the panel members:

🞎 Yes, I contacted the speakers on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide date) via (please check one) 🞎 phone, 🞎 email, 🞎 in person.

Date they can come? First choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time and classroom number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the panelists need transportation funds? 🞎 Yes 🞎 No. **Per UTSA policy, airline**

**reservations must be booked with an approved vendor, and the fare will be paid by WSI travel card.**

If yes, from where to San Antonio? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the panelists need a hotel? 🞎 Yes 🞎 No

Will the panelists be paid an honorarium by WSI? 🞎 Yes 🞎 No

**Please let us know if speakers do not require an honorarium.**

Hotel room charges will be direct-billed to WSI. **Food charges cannot be reimbursed.**