SPEAKER information: **We are not able to cover expenses for international speakers living outside of the U.S.**

Name of Speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your speaker an international citizen living in the U.S.?** 🞎 Yes 🞎 No-(additional paperwork is required).

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

Affiliation and home mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Any additional information regarding titles, degrees, etc.?

**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.**

HOST information:

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

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

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

***Thank you for proposing and hosting a speaker 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 speaker. To ensure an audience, we ask that hosts schedule speakers in an appropriate class with required attendance. Exceptions can be discussed.
* **Host the speaker in March, provide local transportation and introduce them.**

**Women’s History Month 2014**

**SPEAKER FORM**

Deadline December 6, 2013

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

🗹 Application Checklist

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

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

PLEASE CONFIRM THE FOLLOWING:

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

**WSI can offer an honorarium of $200 per speaker. If your speaker requires a larger honorarium, please remember that the host is responsible for coordinating additional funding requests from UTSA departments interested in co-sponsorship. Remember to inform WSI of co-sponsorships immediately! 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

HOST information continued:

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

Please confirm that you have contacted the speaker:

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

Date she/he can come?

First choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second choice\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Is the speaker being paid an honorarium by WSI? 🞎 Yes 🞎 No **Please let us know if speaker does not require an honorarium.**

Will the speaker need transportation funds? 🞎 Yes 🞎 No **Speakers should make reservations early to ensure lowest possible airfares. Reservations must be booked with an approved vendor.**

**Airfare will be charged to WSI travel card.**

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

Will this speaker need a hotel? 🞎 Yes 🞎 No

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