**Proposed Speaking Engagement: Professor Iain Provan**

**Information Form (Local Event)**

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

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| 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. | |  |
| What is the proposed honorarium for this event (including travel expenses)?  *(For guidance on honoraria, see my website at* [*http://iainprovan.ca*](http://iainprovan.ca)*, under “Ask Me to Speak”).* | | |
| Explanatory comments concerning the proposed honorarium (if you are proposing a lower than normal fee): | | |
| Name of my main contact person for the event: | | |
| Telephone: | Email: | |

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| Please provide detailed travel directions to the event venue: |