**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!*

|  |
| --- |
| 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: |

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