

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>, 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: