**Proposed Speaking Engagement: Professor Iain Provan**

**Information Form (Event Outside the B.C. Lower Mainland)**

*It will greatly help me if you can complete this form as fully as possible! Please type in NON-BOLD and NON-ITALIC script in order to differentiate your answers from my questions.*

|  |  |  |
| --- | --- | --- |
| ***Overall title and/or description of the event:*** | | |
| ***Venue and address 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?*** | | |
| ***Will you be selling tickets for this event, or charging participants an entry-fee?***  ***If so, what will a ticket or entry-fee cost?*** | | |
| ***Have you read the section on my website (iainprovan.ca) concerning “Recordings”?*** | | |
| ***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.** | |  |
| ***Will all my travel costs be reimbursed (including items like airport parking)?*** | | |
| ***What will be my accommodation during the event?*** | | |
| ***Will all my accommodation costs be reimbursed?*** | | |
| ***Please provide in a separate email travel directions to the accommodation / event venue.*** | | |
| ***If the invitation includes my wife, please indicate here, and let me know also if her own travel and accommodation costs will be reimbursed:*** | | |
| ***Have you read the section on my website (iainprovan.ca) concerning “Honoraria”?*** | | |
| ***If you are proposing a lower honorarium for this event than my website suggests, please explain the financial circumstances that make this necessary.*** | | |
| ***What is the proposed honorarium for this event (travel and accommodation costs aside)?*** | | |
| ***Name of my main contact person for the event:*** | | |
| ***Telephone*:** | ***Email:*** | |