**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.*

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| ***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.**
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| ***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:***  |