**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!*

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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. | |  |
| 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 travel directions to the accommodation / event venue (separate email is also fine): | | |
| If the invitation includes my wife Lynette, please indicate here, and let me know also if her own travel and accommodation costs will be reimbursed: | | |
| What is the proposed honorarium for this event (travel and accommodation costs aside)?  *(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: | |