

Visiting Seminar Speaker Request Form

Speaker's UMBC host:

Full name

Name of speaker:

Academic title

Last name

First name AND Middle initial

Affiliation:

Department!

School/College

University

Contact information:

Room/Office

Street address

City

State

Country

Postcode

Telephone

FAX

E-mail

http://

Speaker's personal web site

Proposed seminar date(s) (check Dept. web site for availability)

Title of seminar:

Travel Arrangements: Airplane Train Bus Other None necessary

Travel to Baltimore (e.g. JFK to BWI)

Carrier (Southwest where possible)

Date

Time (approximate)

Return from Baltimore (e.g. BWI to JFK)

Carrier (Southwest where possible)

Date

Time (approximate)

Hotel required? Yes No Number of nights:

Shared expenses? Other information?

Information:

DOB & Cell #: (needed to book airfare)

Office use only:

Letter Flyer Agreement Hotel Air Email FLYER: Nichole Board Web