

# 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)

Would you like your seminar to be recorded? Yes No

What is the title of your presentation?

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: \_\_\_ Board \_\_\_ Web \_\_\_ Socials