

Please review the Call for Applications carefully before completing this form in full. If space is insufficient, please expand the form as necessary.

**Visiting Distinguished Speaker Series, Faculty of Engineering and Applied Science (FEAS)
2017 - 2018 Academic Year**

Completed applications, to the attention of Lori Roy, must be received in Room 200 of Beamish-Munro Hall 15 days prior to the event. The following information must be submitted with the application. This information will be used to produce promotional material to advertise the event and must be submitted electronically to Lori Roy at lori.roy@queensu.ca

1. Photo of proposed speaker(s)
2. CV of proposed speaker(s)
3. title and description of proposed talk
4. short bio of proposed speaker(s)

Applications will be reviewed and applicants will be notified by email on the outcome of their application.

APPLICANT

Name of one contact person:		Application Date:	
Name of Student Group or Department:			
Building:		Room #:	
Phone (primary applicant):		Email (primary applicant):	

PROPOSED KEYNOTE SPEAKER:

EVENT DETAILS:

Name:	Date:	Time:
Position/Title:	Expected number of attendees:	
Institution/Company:	Location:	
Full Address:	Projector Required:	Laptop Required:
Proposed Arrival Date:	Electronic Sign up Required:	

BUDGET

Projected Cost

Transportation (please specify auto/air/bus):	\$
Accommodation (please specify number of nights):	\$
Meals (please specify number of days):	Breakfast: \$
	Lunch: \$
	Dinner: \$
Food & Beverages required for event:	\$
Total Budget	\$
Funds from other sources (give details):	\$
Funds requested from FEAS Speaker Series:	\$

ADDITIONAL COMMENTS:

APPROVED BY: _____ **DATE APPROVED:** _____