CHECKLIST FOR HOSTING SEMINARS

For APPLIED MATH & DISTINGUISHED LECTURES

DATE OF SEMINAR:

HOSTED BY:

NAME OF SPEAKER:

WILL SPEAKER BE NEEDING A CONTRACT? (reimbursement for travel expenses, i.e. mileage, air ticket, car rental etc.)

FOREIGN OR U.S. CITIZEN: (what type visa so I can prepare proper paperwork)

APPLIED MATH or DISTINGUISHED Speaker:

HONORARIUM AMOUNT: (if applicable)

NEED LODGING: (where, what nights, # people)

NEED VALLEY TRANSPORTER? (flight, carrier, times of arrival/departure you can have speaker email me a copy of their flight reservation)

SPEAKER's CELL #:

SPEAKER's EMAIL:

MALE or FEMALE (so valley trans. dispatcher will know who to look for)

Account to charge for "over expenditures" of speakers visits:

BE SURE TO SEND ABSTRACT & TITLE TO CARLA TO POST TO CALENDAR WELL IN ADVANCE OF SEMINAR