

# **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**

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