



Colloquium Speaker Information Sheet

DATE OF PRESENTATION _____

PRESENTATION TITLE _____

NAME OF SPEAKER (as shown on Social Security card) _____

COMPLETE HOME ADDRESS _____

PHONE _____ EMAIL _____

COUNTRY OF CITIZENSHIP

USA CITIZEN

OTHER/COUNTRY*

*If not US citizen, you must present valid passport & visa/green card upon arrival

DATE OF ARRIVAL _____ DATE OF DEPARTURE _____

LODGING REQUIRED

IF SO, FOR WHICH NIGHTS? _____

SPEAKER WILL PURCHASE AIRFARE, OR

DEPT PURCHASES THE FOLLOWING TICKET

AIRLINE _____ FLIGHT # _____ DATE _____

AIRLINE _____ FLIGHT # _____ DATE _____

SPECIAL REQUESTS/NOTES _____



OFFICE USE ONLY	SOCIAL SECURITY #	
	ESTIMATED COSTS	ACTUAL COSTS
Honorarium		
Claims Tax Exemption? Y N		
Lodging		
Airfare		
Taxi		
Parking		
Other		
Reception		
Lunch/Dinner		
TOTALS		