



School of Conflict Management,  
Peacebuilding and Development

## Guest Lecturer Request Form

*Note: Form should be submitted no later than two (2) months prior to requested date to bring an international guest lecturer to campus and no later than one (1) month prior for a domestic guest lecturer. Event must be open to entire campus.*

### **Description of Lecture**

Lecturer's Name: \_\_\_\_\_

Date, Time & Place of Lecture: \_\_\_\_\_

Title of Lecture: \_\_\_\_\_

Description of Lecture: \_\_\_\_\_

### **Fees and Payment Requested**

Airfare: \_\_\_\_\_

Hotel: \_\_\_\_\_

Ground Transportation: \_\_\_\_\_

Honorarium: \_\_\_\_\_

### **Requesting Faculty**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Approval**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_