

Visiting Speaker application form:

Please complete this form to the best of your ability and email to SoAVisitingArtistCommittee@umanitoba.ca

Applicant information:

Your name:	Your UM email:
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<input type="checkbox"/> BFA student (Year 1-3)	<input type="checkbox"/> Honours student	<input type="checkbox"/> MFA candidate	<input type="checkbox"/> Sessional Instructor	<input type="checkbox"/> Faculty with rank
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Visiting Speaker information:

Name(s):	Email/contact information:
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Speaker bio (Maximum 150 words):

Web links (speaker websites, press, or video links):
1.
2.
3.

Event information:

Academic term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	Year:
Proposed date(s) or date range:			

Event information (continued):

Event type (check all that apply):	<input type="checkbox"/> Artist talk/lecture	<input type="checkbox"/> Workshop
	<input type="checkbox"/> Studio visits	<input type="checkbox"/> Other (please list)
Is this visit in support of a class?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Course name(s) and #(s):

Budget information:

Funds requested (check all that apply):	Amount requested, if known:
<input type="checkbox"/> Artist/speaker fee	<input type="checkbox"/> CARFAC speaker fee, half day <input type="checkbox"/> CARFAC speaker fee, full day <input type="checkbox"/> Other speaking fee (please detail): \$
<input type="checkbox"/> Travel expenses	<input type="checkbox"/> Within Manitoba <input type="checkbox"/> United States <input type="checkbox"/> Within Canada <input type="checkbox"/> International
	Method of transportation (air, rail, highway, etc.):
	\$
<input type="checkbox"/> Per diem for meals	\$ (____ days × \$60)
<input type="checkbox"/> Accommodations/hotel	\$ (____ nights × \$ ____)
<input type="checkbox"/> Workshop materials	\$
<input type="checkbox"/> Promotion and documentation	\$
Total funds requested:	\$

Are you already in contact with the proposed visitor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe your communications to date, including expressions of interest or availability. <i>Proposals are subject to approval by the Visiting Speakers Committee. If you do contact the proposed visitor, do not promise times or funding until approval has been received. Upon approval, the School of Art Office will issue a formal contract/letter of invitation.</i>	

Detailed event description:

Please use this space to describe the proposed event in greater detail.

- *List planned activities, and mention specific facilities, equipment or services that will be required.*
- *For workshops and studio visits, indicate the maximum number of participants and who will be invited to participate (e.g., "Design Honours students," "students working in ceramics").*
- *Review the [FAQ document](#) and do your best to describe the anticipated reach and impact of the proposed event.*