

**CAMPUS SPEAKER REQUEST FORM**  
OFFICE OF ACADEMIC AND FACULTY AFFAIRS

This form is required when requesting funds from OAFA to support a guest speaker/artist or event. Approval will be based on the amount of the request, the considerations below, and any other relevant information. Please return this form to [OAFA@hws.edu](mailto:OAFA@hws.edu).

In an effort to be fiscally and socially responsible, we are asking you to consider carefully whether a campus or virtual visit is the best option for your guest(s). When reviewing requests, we will consider a variety of factors when requesting a campus visitor and/or event.

- Honorarium expense (recommended levels)
  - \$100 for virtual
  - \$250 for in person
  - \$500 for multiple events/day
- Diversity of available speakers
- Travel expenses and lodging
- On-campus expenses (meals, etc.)
- Environmental impacts (air travel, driving distance, etc.)
- Audience size
- Interactions with students (classroom visits, workshops, lunches, etc.)
- Interactions with faculty and staff
- Space considerations
- Community collaborations and engagement

During the pandemic, we were able to bring a wide variety of speakers to our “campus” via zoom, which led to some wonderful presentations and perhaps even a more diverse array of speakers. Clearly, there are times when a virtual visit or panel discussion makes the most sense; for example, when it provides opportunities to welcome speakers that might not be able to travel to campus or when multiple speakers might be cost prohibitive.

At the same time, there are other circumstances necessitate bringing a speaker to campus. Some of the considerations might include an ability to attract a large audience, the incorporation of other discussions and events on campus, visiting classes, and reasonable travel costs.

We encourage everyone to think carefully when proposing someone to invite or when making such decisions within your own department, program, or office.

## REQUEST FOR CAMPUS SPEAKER FORM

Date of Request:

Employee Name:

Department/Program/Office:

Collaborating Department(s)/Program(s)/Office(s):

Name and Title of Speaker(s):

Name of Event(s):

Date of Event(s):

In person                       Remote

Proposed Honorarium Amount:

Estimated Total Budget:

### 1. Description of the Event

Audience

- |                                            |                                                     |
|--------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Alumni            | <input type="checkbox"/> Community Leaders          |
| <input type="checkbox"/> Board of Trustees | <input type="checkbox"/> Parents/Guardians/Families |
| <input type="checkbox"/> Faculty           | <input type="checkbox"/> Staff                      |
| <input type="checkbox"/> General Public    | <input type="checkbox"/> Students                   |

Estimated Audience Size(s):

2. Justification for In-Person or Remote Visit

3. Travel Plan and Considerations (if applicable)

4. Budget

5. Space and Technological Needs (if known)

6. Impact and Outcomes