

Black History Month February 2018: "I Am Not Your Negro"

PANEL FORM

Deadline: Monday, November 6, 2017
5:00pm

Please submit to **Sonja Lanehart** as early as possible

Black History Month Mission Statement: Our mission is to recognize and celebrate people of African descent's contributions and causes by: providing space for educational events from a critical and culturally sustaining perspective; promoting a commitment to diversity, excellence, and collaboration; and aiming to achieve social justice and empowerment.

Submissions need to be in accordance with the mission statement.

HOST information:

Name _____

Phone _____ Email _____

UTSA department and mailing location _____

Thank you for proposing and hosting a panel this year! Please read carefully.

As a host, you will:

- Extend an initial invitation and forward this form to Sonja Lanehart. Geneva Walton will then process the paper work and contact the speakers about travel arrangements, honorarium, and hotel arrangements.
- Choose a time for the presentation that will allow you to introduce the panel. To ensure an audience, we ask that hosts schedule speakers in an appropriate class with required attendance. Exceptions can be discussed.
- **Host the panelists in February, provide local transportation, and introduce them.**

PANELIST information **Limit of 3 panelists-because of budget constraints. Approval is needed unless panelists are local. We cannot cover expenses for international citizens living outside the U.S**

Are your panelists international citizens living in the U.S.? ☐ Yes ☐ No (Additional paperwork required).

Panelist 1	Panelist 2	Panelist 3
Name: _____	Name: _____	Name: _____
Phone: _____	Phone: _____	Phone: _____
Email: _____	Email: _____	Email: _____
Home Address: _____ _____	Home Address: _____ _____	Home Address: _____ _____
Affiliation: _____ _____	Affiliation: _____ _____	Affiliation: _____ _____

Please provide a [title](#) and [brief description](#) of the panel:

Please confirm that you have contacted the panel members:

☐ Yes, I contacted the speakers on _____ (provide date)
via (please check one) ☐ phone, ☐ email, ☐ in person.

Date they can come? 1st choice _____ 2nd choice _____

Time and classroom location _____

Will the panelists need transportation funds? ☐ Yes ☐ No. **Speakers should make their travel arrangements as early as possible to ensure lowest possible airfares. They will be reimbursed after their visits. The maximum we can contribute to airfare is \$500.**

If yes, from where to San Antonio? _____

Will the panelists be paid an honorarium by us? ☐ Yes ☐ No

Please let us know if panelists do not require an honorarium.

Will the panelists need a hotel? ☐ Yes ☐ No

Hotel room charges will be direct-billed to the English Dept. Food charges cannot be reimbursed.

☒ Application Checklist

(Please make sure you have completed the following before turning in your Speaker Form)

- ☐ Provided host contact information
- ☐ Provided panelist contact information
- ☐ Provided a description of the lecture/performance
- ☐ Contacted and confirmed a lecture/performance with ALL panelists
- ☐ Provided travel information

PLEASE CONFIRM THE FOLLOWING:

- ☐ Yes, I will be available to pick-up/drop-off panelists at airport.
- ☐ Yes, I will be available to introduce the panelists before their engagement.

We can offer an honorarium of \$100 per panelist. Co-sponsors required for additional funding. Please remember that the host is responsible for coordinating additional funding requests from UTSA departments interested in co-sponsorship. Remember to inform Sonja Lanehart immediately of co-sponsorships! Late additions of funding will not be approved by the Associate VP after contracts have been approved.

Thank you for your commitment to making Black History Month a success!

If you have any questions or concerns please let us know:

Sonja Lanehart, English Department, MB 2.306A, 458-6610, Sonja.Lanehart@utsa.edu