

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

SPEAKER 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 and their 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.**

HOST information:

Name _____

Phone _____ Email _____

UTSA department and mailing location _____

Thank you for proposing and hosting a speaker 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 speaker. To ensure an audience, we ask that hosts schedule speakers in an appropriate class with required attendance. Exceptions can be discussed.
- **Host the speaker in February, provide local transportation, and introduce them.**

SPEAKER information: **We are not able to cover expenses for international citizens living outside the U.S.**

Name of Speaker _____

Is your speaker an international citizen living in the U.S.? ☐ No ☐ Yes (additional paperwork is required).

Phone _____ Email _____

Affiliation and home mailing addresses:

Any additional information regarding titles, degrees, etc.?

Please provide a **title** and **brief description** of the presentation:

Please confirm that you have contacted the speaker:

☐ 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 speaker 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 speaker be paid an honorarium by us? ☐ Yes ☐ No

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

Will the speaker 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 speaker contact information
- ☐ Provided a description of the presentation
- ☐ Contacted and confirmed the presentation with the speaker
- ☐ Provided travel information

PLEASE CONFIRM THE FOLLOWING:

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

We can offer an honorarium of \$200. 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