
Please download and complete the following form. Email completed application and any additional materials to the Chair of the Sponsored Events Committee, copying the Accounting Technician.

Name

Date

Name of Speaker/Event

Speaker's Affiliation

Title of Talk

Proposed Event Date(s)

PROPOSED BUDGET

Transportation

Food/Meals

Lodging

Honorarium

Facilities

Miscellaneous

What other units have you asked to support this, and how much have they committed?

**Amount Requested
from ROML**

Amount Approved \$ _____

Please include a brief biography and any recent publications of the speakers on the second page.

Speaker's Bio/Publications