

# Request for MICB Seminar

Proposed Speaker (Name/Title):

University/Institution:

Email Address/Telephone:

Hosting Investigator:

Expected Seminar Date:

Is this seminar partnered with another program?

- No
- Yes, with the Dean's Faculty Fund
- Yes, with the CIHR Training Program
- Yes, with \_\_\_\_\_

Will this seminar be requesting funds from the MICB Visiting Professor Fund?

- No (Please refer to other)       Yes (Please indicate all that applies below)

The proposed Visiting \_\_\_\_\_ and \_\_\_\_\_  
Professor is seconded by \_\_\_\_\_

Airfare      Estimated Fare \_\_\_\_\_

Travel from: \_\_\_\_\_

- Honorarium (\$150)
- Hotel
- Ground Transportation
- Dinner (4 people max)
- Lunch with Students and PDFs

Please note that the Visiting Professor Fund can only commit to a max. of \$300 for a dinner (\$75 per person, including meal, tax and tip) and should not cover alcoholic beverages.

- Other: Please indicate if you would like the following to be done
- Room Booking       Itinerary       Seminar Notice

Flights will be arranged by MICB, domestic flights should not exceed \$1,000, international flights should not exceed \$1,500. Other arrangements will be made by MICB as requested.

\_\_\_\_\_  
Hosting PI

\_\_\_\_\_  
Approved (Geoff Hicks)